

PS11 SLT Enrichment Proposal Protocol

The PS11 SLT welcomes community involvement in creating enrichment programming available to our students and community events for our families. **We receive many more requests than can be implemented during each school year.** To help us evaluate which proposals can be considered for further development, we have established the following *PS11 SLT Enrichment Proposal Protocol*:

1. Applicant(s) may submit a *PS11 SLT Enrichment Proposal Application* to the PS11 SLT at any time during the school year.
2. PS11 SLT will review proposals on a first-come, first-served basis during scheduled calendar meetings. Applicant(s) should submit their proposals with as much lead time as possible.
3. PS11 SLT will let Applicant(s) know if further information is needed, including a request for a presentation of the proposed program at a scheduled PS11 SLT meeting.
4. Initial acceptance of a proposal does not guarantee funding as PS11 SLT does not have a budget for enrichment events. If a program requires funding, the PS11 PTA Liaison will forward funding requests to the PS11 PTA Executive Board. They will then determine if adequate funding and/or parental support would be available, or if adjustments need be made to the proposed budget. *Any approved budget must be strictly adhered to.*
5. The PS11 Principal will make the final decision to approve, deny or set aside the proposal.

If a proposal is approved:

6. PS11 SLT will work with Applicant(s) to schedule the event.
7. Applicant should make every effort to find volunteers to help build and staff the program. Applicant should then provide PS11 SLT with specific requests for volunteers which will in turn be forwarded to the PS11 PTA Volunteer Coordinator. *PS11 SLT members are not required to assist in the building or staffing of events.*
8. PS11 SLT will coordinate advertising of approved events via the PS11 website. Schoolwide email blasts and fliers will be coordinated by PTA Communications officers. *Applicant(s) must develop all branding and content and supply finalized, camera-ready artwork as described below:*

Online Communication: Applicant to provide finalized copy and logo artwork to PS11 Webmaster for the creation of one designated web page for event. Applicant may choose to include hyperlinks to outside webpages, databases, google docs, etc. Applicant to provide summary text and logo artwork for main column of website and PS11 Google Calendar. Applicant to provide final sidebar logo art (150x150px jpg) for a right sidebar link to dedicated web page. PS11 PTA Communications officer(s) will also post event on PS11 Facebook page if appropriate.

Email Blasts and Fliers: Applicant to provide final camera-ready art (8.5 x 11 jpg) to PS11 PTA Communications officer(s) for schoolwide email blasts and fliers for outdoor display boxes. PS11 PTA Communications officer(s) will determine timing and number of blasts to go out and when fliers will be posted in cases.

Please keep in mind, any enrichment proposal should provide the student community with the opportunity to access unique experiences that enhance and support existing curriculum. Please be as specific as possible with your responses on the *PS11 SLT Enrichment Proposal Application*. Feel free to contact PS11 SLT if you require clarification. *PS11 SLT approval of an enrichment proposal does not imply that PS11, PS11 SLT, or PS11 PTA will provide any/all resources that may be required.*

Note: According to Chancellor Regulation D-120, PS11 families may not receive any financial benefit at any point in time from the proposed program, even after children are no longer enrolled at PS11.

Revised 1/2015

PS11 SLT Enrichment Proposal Application

Date of Application submission: ____ / ____ / _____

Applicant Name, Email and Phone Numbers(s):

Applicant's relationship with PS11 *(if applicable, please include students' names and classes)*:

Please provide a general description of the program:

Who will be the primary manager, overseeing all aspects of the program from start to finish?

What grade(s) will be served?

How many students will the program serve?

If demand exceeds spaces available, how will enrollment be determined?

When will the program meet (*please check one*):

Mornings Lunchtime/Recess Mornings After school Single day event Thursday Enrichment*
(*Thursday Enrichment will require 1 faculty sponsor per class.)

How many days per week will the program meet?

What is the program's total duration (in weeks)?

What is the desired launch date for the program?

By the end of this program, what new skills or knowledge will students be able to demonstrate? If applicable, please site relevant Common Core standards, and explain how the program will meet those standards (see <http://corestandards.org> for details).

Why do you think PS11 students will benefit from this program?

Have other NYC public schools implemented this program? If so, please provide details.

If the program will take place over multiple weeks, please outline what is expected to be covered each week.

Who will lead the class (e.g. parent volunteer(s), PS11 staff, outside instructor(s))? Please indicate whether a commitment from a specific organization or individual(s) has been secured.

How many additional parent volunteers will be needed?

What space, equipment, and/or materials are required?

What is the estimated cost? Please be as specific as possible (e.g. break out the costs of all materials, staff, etc).

What is the expected source of funding (e.g. PTA, grants, donations)?

How will you assess the program's success?

Please describe the succession plan for the event.

Anything else you'd like us to know?
