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| --- | --- |
| Date |  |
| Person Submitting Proposal |  |
| Phone Number |  |
| Email Address |  |
| Proposal Title |  |
| Description of Request |  |
| Information to Support how this would benefit our school | *Please indicate educational or other professional research or experience of other schools that have used this request* |
| Funds Requested | *Please indicate total amount requested. If a lesser amount could be acceptable, please indicate that as well.* |
| Division | *What division(s) will benefit from this request* |
| Lifetime of requested item | *What is the expected lifetime of the item requested (ie books could be expected to last 5 years, a desk 8 years, a performance, a single year)* |
| Number of Students Benefiting/ year | *How many students will benefit from the request the first year?* |
| Total Number of Students Benefiting | *Lifetime x number of students benefiting/year* |
| Date when item/proposal will be purchased/completed |  |