

OBTAINING PRINCIPAL APPROVAL AT SYCAMORE

IF YOU NEED TO MAKE A CHANGE TO AN EXISTING PROGRAM, OR HAVE AN IDEA FOR A NEW PROGRAM YOU WOULD LIKE TO ORGANIZE, PLEASE FOLLOW THESE STEPS FOR OBTAINING APPROVAL.

1. Present your plan, timeline and budget or proposed changes to your VP. This should include presenting multiple bids from different vendors you considered (when applicable).
2. Once you and your VP have worked out the details, work with the PTA President to review the information. The PTA President will work to get you on the meeting schedule so you can present your information to the Principal at one of the scheduled weekly meetings. DO NOT approach the principal on campus with your ideas. Please follow the process outlined and plan ahead. It may take a few weeks to get to the point of meeting with the principal for approval.
3. When you meet with the principal, have a one page document to share with all in the meeting - Principal, PTA President, PTA EVP and your VP. This page should include:
 - timeline with dates and deadlines
 - budget of revenue and expenses
 - volunteer needs
 - school facility use needs (if any)
 - list of decision items
 - communication/publicity plan
 - action items on your part
4. Plan ahead; you will need approval from the Exec Board or Association (depending on the amount) **BEFORE** spending any money! Remember, you can and should ask your VP for any needed help.