PROPOSAL TO

<NAME OF PRINCIPAL/TEACHER>

FOR

<TITLE OF EVENT/IDEA>

THIS PROPOSAL HAS BEEN PREPARED BY THE STUDENT LEADERS.

CONTACT:

<NAME OF ONE LEADER>

<CLASS>

<EMAIL ADDRESS>

Dear <TITLE AND NAME OF PRINCIPAL/TEACHER>

At recent leadership meetings we have been discussing a new idea that we have developed. We believe that this would be something very positive, and we are prepared to be involved in leading the process.

We have prepared this proposal to seek your permission to proceed with our idea, and to see if you have any requests or suggestions of how we can adapt our current idea to better serve the school.

We look forward to hearing back from you once you have read our outline below.

Yours Sincerely,

<NAME OF STUDENT LEADERSHIP GROUP>

1. **What**

The name of our project idea is…

Basically, our idea is…

1. **Why**

The reasons that we feel this project is beneficial to the school are…

1. **When**

We think that the best time to have this project occur is…

In regards to the time required to prepare this project, our plan is to…

1. **Where**

The place/s that we think this project should take place include…

1. **Who**

The students who we think will participate in this project include…

Some of the student leaders will have roles in organising this project. These leaders and their roles will include…

The teachers needed to assist us in this project are…