

# EXCEL Class Proposal and Budget Form

School: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Name of Instructor(s): \_\_\_\_\_

Dates of Class: \_\_\_\_\_

Brief Description of Class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Budget Items</b>	<b>Detailed Description</b> <small>(where applicable, should include facility rental, awards, costumes, ticket prices, competition fees, etc.)</small>	<b>Estimated Cost</b> <small>(indicate whether costs will be covered by in-house resources or contracted to an outside vendor)</small>	<b>Actual Cost</b>
<b>Materials</b>			
<b>Instructor Pay (including FICA and Retirement)</b>			
<b>Class Fee</b>			

Instructor's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Within 3 business days of the date approved, a completed copy of this form should be sent to:

1. Sheri Sauvé at [ssauve@dmail.net](mailto:ssauve@dmail.net)
2. Your Elementary Area Director