



TEMPLE CITY UNIFIED SCHOOL DISTRICT
REQUEST FOR
PROPOSAL CONSIDERATION

Date: _____

Proposal Topic: _____

Site/Department/Group: _____

Primary Contact Name: _____

Email address: _____

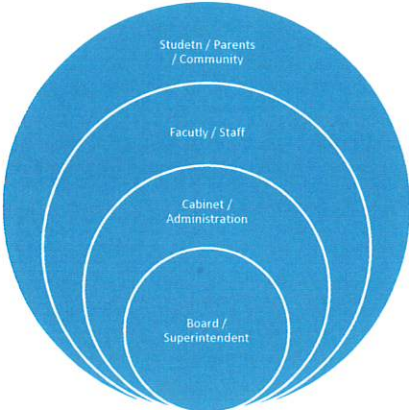
Phone number: _____

Position/title: _____

Complete Description:

Please include the following information: How does the project promote student learning, who will benefit from this proposed project, grade level and number of students involved, etc.:

Timeline of Actions & Communication Protocol - Stakeholder inclusion



Please list all action steps needed to execute or implement this proposed item.

Identify the type of communication and the stakeholder groups or member(s) involved in the proposed item.

Month	Action Steps	Designated Lead	Communications
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Financial Consideration & Information:

Please include all costs associated with the proposed item. This would include both actual, fixed costs and the anticipated ancillary costs associated with the item.

NOTE: Please include the attachment of any contracts, quotations, or cost outlay involved in the proposed item.

Item(s)	Quantity	Total Expenditure	Funding Source & Budget Code
1.			
2.			
3.			
4.			
TOTAL			

NOTE: Indicate all expenses that do not have an identified funding source, by leaving the Funding Source & Budget Code section blank.

Goal & Strategic Alignment:

How does this Align to your School Site Plan for Student Achievement (SPSA), LCAP, and/or the District Strategic Plan.

GOAL	RATIONALE for ALIGNMENT
SPSA GOAL: #	
LCAP GOAL: #	
BOARD GOAL: #	

Legal Requirements / Governance Regulations:

List all of the applicable Board Policies / Administrative Regulations / Education Code Requirements / Assembly Bills / Senate Bills / Legal Compliance Measures

1.
2.
3.

Submission Check List:

- Aligned to Strategic Plan & Board of Education Goals
- Communication Plan to include all necessary stakeholders (Timeline)
- Budget Plan
- Board Policy Adherence & Legal Compliance
- Timeline of all Activities Required

Approval Check List:

- Budget Plan Approval
- Cabinet Meeting - Site
- Executive Cabinet Meeting – District
- Leadership Meeting – District
- Board Approval (if required)

NOTE: When this form is signed by all of the following individuals then, the proposed project can begin. If this proposed project requires Board of Education Approval, please refer to the Board Agenda submission timeline in order for the item to be placed on the Board Agenda. This is roughly two weeks prior to the desired Board of Education meeting.

Principal: _____ **Date:** _____

Assistant Superintendent: _____ **Date:** _____

Superintendent: _____ **Date:** _____

Chief Business Officer: _____ **Date:** _____

Board Approval (if applicable) **Date:** _____

Supporting Documentation:

Please attach any quotations, invoices, insurance, contracts, agreements or other supporting documentation needed to articulate this proposal and the elements required for the implementation of this proposal.

THANK YOU