Sample: Proposal

To: Student Life

Subject: A proposal for the ECE Student Club to host a Scholastic Book Fair for fundraising purposes to allow ECE students the opportunity to attend the California Association for Education of Young Children (CAYEC) Conference.

The Early Childhood Education Club would like to propose a Scholastic Book Fair to benefit club members and ECE students who have interest in raising funds to attend the CAYEC Conference. This conference is an amazing opportunity for students to share ideas and learn new skills in application of becoming better Educators.

Cost: $0- There is no cost to host book fair! A portion of the proceeds will benefit the hosting club.

Requesting Dates: Nov. 28- Dec. 5th – Dec. 9th, or Dec. 12th-Dec. 16th

*Request to host the book fair 3-5 days within the date ranges

Location: Multipurpose Room

*Full room or sectioned off portion of room

Project Manager:

Staff: We will create a working schedule using students who are interested in participating in raising funds to staff book fair.

In conclusion, this would be a great benefit to our school and the ECE student club as it provides a convenient place where they can purchase educational tools and fun books to read with their children. We hope you will take our proposal into consideration and assist our club in reaching our goal of attending CAYEC.