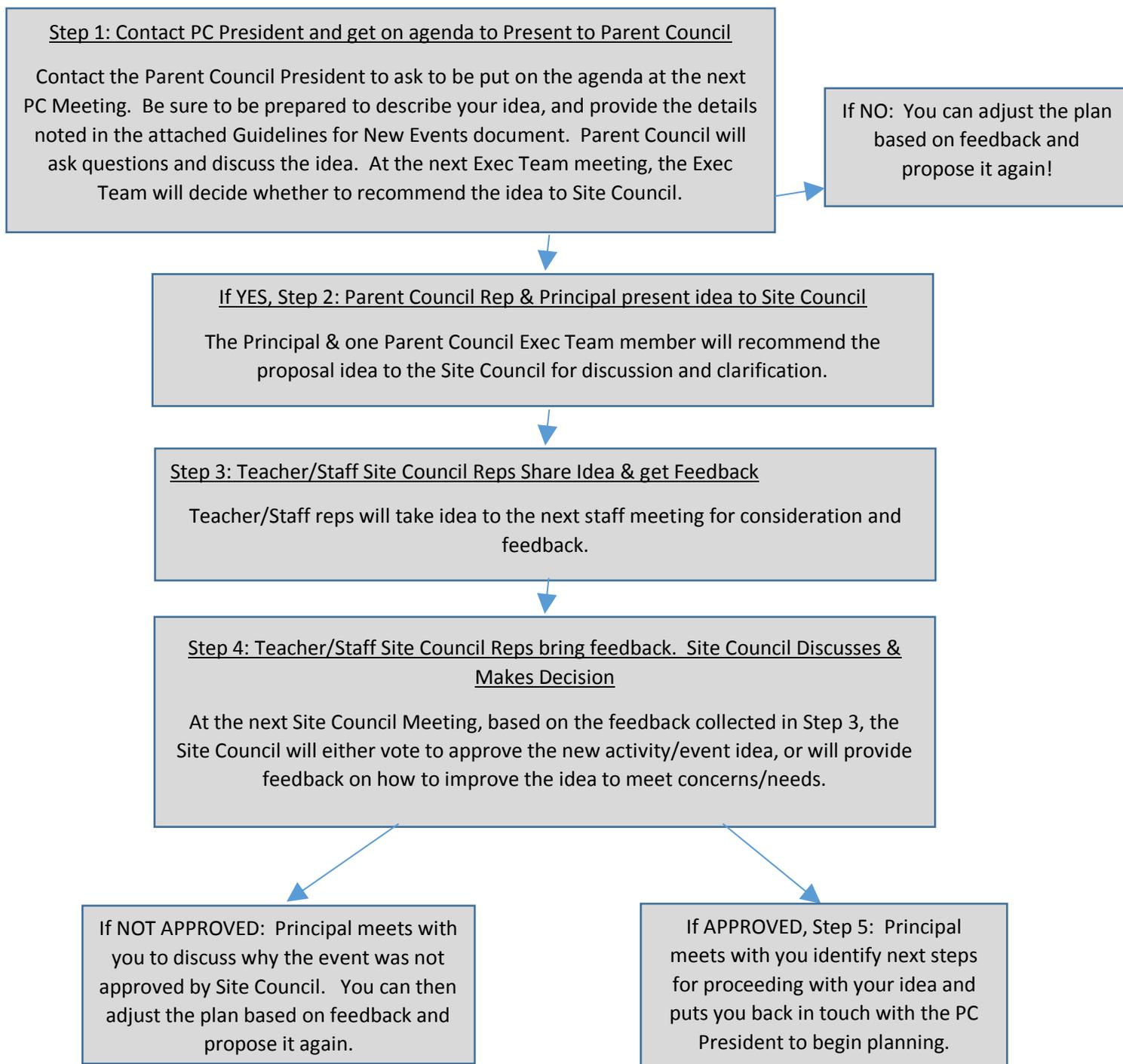# Procedures for Proposing a New Event at Edison

Have a great idea for a new activity or event at Edison? GREAT! We are excited to have your creativity and energy. To be sure we keep the bigger picture in mind (calendar, resources, impact on classrooms and families, etc.) we have developed a set of procedures for proposing and getting your idea approved.

Step 1: Contact PC President and get on agenda to Present to Parent Council

Contact the Parent Council President to ask to be put on the agenda at the next PC Meeting. Be sure to be prepared to describe your idea, and provide the details noted in the attached Guidelines for New Events document. Parent Council will ask questions and discuss the idea. At the next Exec Team meeting, the Exec Team will decide whether to recommend the idea to Site Council.

If NO: You can adjust the plan based on feedback and propose it again!

If YES, Step 2: Parent Council Rep & Principal present idea to Site Council

The Principal & one Parent Council Exec Team member will recommend the proposal idea to the Site Council for discussion and clarification.

Step 3: Teacher/Staff Site Council Reps Share Idea & get Feedback

Teacher/Staff reps will take idea to the next staff meeting for consideration and feedback.

Step 4: Teacher/Staff Site Council Reps bring feedback. Site Council Discusses & Makes Decision

At the next Site Council Meeting, based on the feedback collected in Step 3, the Site Council will either vote to approve the new activity/event idea, or will provide feedback on how to improve the idea to meet concerns/needs.

If NOT APPROVED: Principal meets with you to discuss why the event was not approved by Site Council.   You can then adjust the plan based on feedback and propose it again.

If APPROVED, Step 5: Principal meets with you identify next steps for proceeding with your idea and puts you back in touch with the PC President to begin planning.

New Event/Activity Proposal Considerations

Below are important considerations to help you prepare to present your idea to Parent Council. Please don't hesitate to contact anyone on the Parent Council Exec Team with any questions or concerns. Thanks again – we look forward to hearing your ideas! Each item will be scored on 0=did not address, 1=somewhat, 2= moderate, 3=excellent.

Criteria	Notes	Important Considerations
Briefly describe the event, including what kind of event it is (community event, fundraiser, enrichment activity, etc.).		● If a fundraiser, what will funds be used for and how much do you anticipate raising?
How many volunteer hours may be required?		● Consider the cost/benefit ratio (e.g. vol. hours: money raised, or volunteer hours: community value) ● Would you utilize parent volunteers, UO students, others?
What support would be requested of teachers/staff (class time, communication, front office processing/admin, etc)?		● Minimal impact on teacher and class time is a key consideration. Please address this. ● Is there an efficient process for communicating to/with teachers and staff?
How does your event idea differ from or improve upon existing events?		● Is it similar to an existing activity? ● Should an existing activity be revised to include new ideas? ● Key consideration is to minimize duplication of existing events in design and outcome.

How will your event enrich or improve the Edison community (fun, supporting families, supporting teachers/staff, raise funds, etc.)?		- How will students benefit? - How will families benefit? - How will teachers benefit?
What is the intended audience (whole school, parents, staff, specific grade or subgroup)?		If intended for a specific grade, will siblings be invited to join?
When would you like to see your event implemented?		- How much planning is needed leading up to the event/activity? - Will it be able to start this school year or next? - Be sure to consider existing calendar of events
In what way does the event/activity reflect the Edison values of Cooperation, Integrity, Compassion, Inclusion, & Respect?		- Will all families be able to participate? - If it costs money, will scholarships be available for families of lower income? - Be sure to consider inclusion from a financial perspective