

Emerson Waldorf School Proposal Guide/Template

Date: _____

Submitted by: _____

Section: (Identify the department most impacted by the proposal and/or the section that created the proposal.)

Summary: (Write an overview of the proposal. Please include pros & cons identified by the work leading up to this proposal.)

Current Situation: (Identify the reason for the proposal. If this is a change to policy, please identify the reason the current version does not work adequately.)

Procedure: (Outline the stages your proposal will take or any additional needs that should come from the school.)

Schedule or Calendar Impact: (Please identify all dates or calendar changes your proposal may utilize and how they affect this year or subsequent year calendars.)

Budgetary Impact: (Identify all costs/income associated with implementing this proposal. Including effects on salary, benefits, material costs, and any budgetary line items affected. Please be thorough.)

All proposals need to be submitted to the Circle of Coordinators (CoC) for routing to the deciding body. Most proposals take four to six weeks to be reviewed and approved. Any proposal that affects current or subsequent school budgets may need additional time. As a general rule, proposals that affect employment positions should not include names, but rather titles.
