Wilkinson School Community Council Event Proposal

If you're submitting a proposal to the Wilkinson School Community Council (WSCC) to launch a community or fundraising event for the school, please provide the information below to help the Council understand your proposal and its impacts. All events and programs must adhere to current public health practices and policies.

Please note that the Council does not have the resources to coordinate and lead all events proposed. Ideally, events submitted for approval should have a lead and/or some volunteers in place.

Your Name	
Email Address	
Phone Number	
Today's Date	

1. What is your event about? Is it a community event or a fundraiser?

2. Why is the event a good fit for Wilkinson?

3. How will the event work/run?

4. When will the event take place?

5. Where will the event take place? (On/off school premises? If on the school premises, in what room?)

6. What is the budget for the event?

7. Who will cover the budget? Are you paying for the event yourself? Getting sponsors? Asking WSCC for funding? A combination?

8. If you are asking the WSCC for funding, how much do you need from us?

9. What is the expected revenue for the event? What is the expected revenue based on? How will the revenue be collected?

10. What assistance do you need from the WSCC (time, money, resources)?

11. What impact will the event have on students, parents, school staff, the WSCC?

12. Do you have any additional background information or details to share with us?

Please save your completed form to your computer and email it to the Council at council@wilkinsonps.org.

Alternatively, you can print it out and submit a hard copy to the Council mailbox in the school office.

Thank you!