

**Three Rivers Waldorf School
Development/EME Committee
Project Planning Form**

The Mission of Three Rivers Waldorf School is:

To enrich the lives of Coulee Region children, their families, and the community through Waldorf education. Waldorf education strives to awaken the true potential in each human being: clarity and creativity in thought and expression; balance and compassion in feeling; and conscience and initiative in action.

Therefore, as a community of students, teachers, parents, staff and supporters, Three Rivers Waldorf School participates in the positive transformation of society.

Project Information:

Please provide the following information to help the Development committee understand more about the proposed project. Forms can be turned in to the development committee chair. The development committee will meet to review proposals. Proposals need to be approved by the Development Committee.

Name of Project:

Description of Project:

Coordinators:

- 1.
- 2.

phone:
phone:

email:
email:

Benefits of project:

Expected income:

When is income expected to be received by TRS:

Describe what research been done to support expectations described above:

How will the project enhance relationships with our outside community or within the Three Rivers School community?

Related Procedure:

Development Idea Approval Procedure dev-a

Costs of project:

Human Resources:

What volunteer resources are needed?

What TRWS staff resources are needed?

Caretaker:

Marketing:

Administration:

Business Manager:

Faculty:

Cook:

Financial:

How much cash is needed to begin project, and when is it needed?

Will further cash be needed to sustain project before return is realized?

Facility:

What parts of the building are needed (include kitchen, bathrooms, office)?

What outdoor spaces are needed?

What equipment is needed?

Related Procedure:

Development Idea Approval Procedure dev-a

Completed SAMPLE: Project Planning Form

Please provide the following information to help the Development committee, TRS staff and board members understand more about the proposed fund raising project. Forms can be turned in to the development committee chair. The development committee will meet twice monthly to review proposals.

Name of Project: Kwik Trip scrip

Description of Project: We will buy kwik trip cards for 5% less than cost and sell them at full cost.

Coordinator: Name Laurie Logan

Email/phone

baclog@centurytel.net

Benefits of project:

Expected income:

\$100 per month

Period of time income expected to be received by TRS:

Hoping for sales of \$2,000 of cards over one month, to bring in \$100 per month.

Has any research been done to support expectations described above? If so, describe.

\$3,000 in cards was sold in less than one month in August.

Will the project enhance relationships with our outside community or within the Three Rivers School community?: No

Costs of project:

How much cash is needed to begin project, and when is it needed?

\$1,900 on August 22nd, 2007

Will further cash be needed to sustain project before return is realized?

No. Further cash only needed after \$2,000 in cards sold.

What TRS equipment, space or supplies are needed?

Place to store cards and cash.

What volunteer resources are needed?

Advertising of scrip program, tallying orders, purchasing cards and record keeping

Should take less than 3 hours per month

What TRS staff time will the project need?

Intermittent brief office time for selling cards to families

Does the project conflict with values TRS wishes to project?

Yes, profits off of use of fossil fuels.

Related Procedure:

Development Idea Approval Procedure dev-a