

The Project gear icon **FACTORY**

STEP 2. PREPARE THE FUNDRAISER

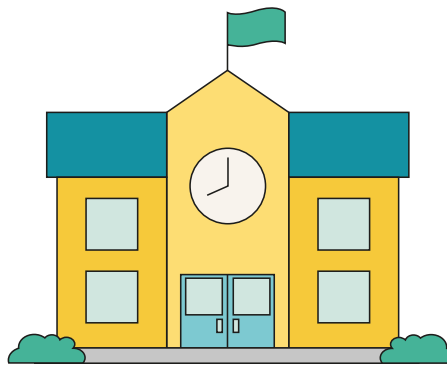
Presenting your project to your school administration

Think about how to present your project to your school administration

Your school administration will obviously be an ally in carrying out your project. You need to ask yourself several questions before meeting with the principal. Do you think it would be better to send an email, arrange a meeting or discuss it over coffee? Follow your instincts and don't be afraid to ask people around you for help with your project.

- How do you want your principal to get involved?
- Does your principal have any resources (equipment, school staff, parents, service, etc.) they could use to help you with your project?
- Does your school already have potential partners that you could approach?
- Could the principal suggest parents who usually like to be involved in school projects?
- Should you discuss your project with a colleague who is familiar with the school administration so that they can support you?
- Do you have to present your project to the governing board for approval?
- Can your time and involvement in this project be included in your teaching schedule?

Remember to prepare your questions well for your meeting to show your organizational skills and excitement about the project you want to do.



If you have any questions about The Project Factory, please refer to the **Frequently Asked Questions** page: theprojectfactory.ca/faq

Presenting your project to the school administration

Template for presenting the project to your school administration



Target

School
administration

EMAIL SUBJECT:

Project presentation

Dear **SCHOOL PRINCIPAL**,

I am writing to you today to present a **SCHOOL/EXTRACURRICULAR** project that **WE/I** would like to carry out over the next school year with a view to **INCREASING THE SENSE OF BELONGING TO OUR SCHOOL/ INCREASING OUR SCHOOL AND EXTRACURRICULAR SERVICE OFFER/INCREASING ACADEMIC MOTIVATION/MEETING A SPECIFIC NEED/ETC.** among our students.

OUR PROJECT IS/WE WOULD LIKE/OUR GOAL IS TO [...]

[This paragraph should outline the key elements of the project and the message you wish to convey. The reader must be able to get the gist of what you are trying to accomplish by reading this paragraph. Make sure to include the following: (– who's doing it), (fundraising goal – what and why), (target amount – how much do you need to raise)].

[ADD ANYTHING RELEVANT TO YOUR PROJECT DESCRIPTION AND ANY SCHOOL RESOURCES YOU'D LIKE TO LEVERAGE WITH THE PRINCIPAL'S APPROVAL].

To meet our project's financial goal, we would like to use The Project Factory which helps elementary and secondary schools in Quebec and Ontario carry out school and extracurricular projects. Through its secure space, The Project Factory lets you manage fundraisers for all types of projects in just a few clicks. The Project Factory is much more than a transactional platform. It also offers educational tools to support financial literacy and encourage stakeholders and those around them to get involved. It was designed to be reassuring for parents and safe for children.

If you have any questions or need more information, please don't hesitate to contact me. Thank you in advance for your support

TEACHER'S NAME

Example

EMAIL SUBJECT:

Project presentation

Dear School principal,

I am writing to you today to present a school project that I would like to carry out over the next school year with a view to increasing academic motivation among our music students.

Our project consists of purchasing 26 ukuleles for this course. These instruments, in addition to being pleasing to the ears, will make it easier for us to play outside when the weather is nice. Students will be able to borrow them to practice at home as well. We would also like to organize an outdoor concert in June with the new instruments.

To accomplish our project, we will need to raise \$3,000 according to the bids that I received for the purchase of 26 ukuleles, 26 cases and 26 tuners (see document attached to this email).

To meet our project's financial goal, we would like to use The Project Factory, which helps elementary and secondary schools in Quebec and Ontario carry out school and extracurricular projects. Through its secure space, The Project Factory lets you manage fundraisers for all types of projects in just a few clicks. The Project Factory is much more than a transactional platform. It also offers educational tools to support financial literacy and encourage stakeholders and those around them to get involved. It was designed to be reassuring for parents and safe for children.

The platform offers educational tools that I would like to work with and that will help me involve students in the project committee. The students will learn about financial literacy, the steps involved in carrying out a project and the multidisciplinary nature of Quebec's school curriculum.

I'm seeking your support because I'd like to have you as an ally in this project, which will enhance the reputation of our school and increase the students' sense of belonging.

If you have any questions or need more information, please don't hesitate to contact me. Thank you in advance for your support.

Mélodie Laportée,

Music Teacher

