

Classroom Auction Project GUIDELINES 2016/2017



PROJECT DESIGN & DEVELOPMENT

- You (and your Team) are responsible for coming up with the project idea and scope, project schedule and initial budget estimate
- Run the idea past your teacher before submitting your project approval form
- The kiln is available on a first come-first served basis during the month of January only. Contact Chris Longfellow if you would like to schedule the kiln.

IMPLEMENTATION & CREATION

- The children should be active, creative participants in the project
- Coordinate the project work date(s) and timeframe with your Teacher (try to limit project time to 1 hour per session)
- Contact your Room Parent to schedule helpers for the project creation day(s)

BUDGET

- The PTSA has allocated \$200 per class
- If the \$200 isn't enough, you can make a "one-time request for funds" from the Class Families (Contact your Auction Project Coordinator if you are interested in pursuing this option.)
- Parent Volunteers are responsible for any cost overruns
- Keep your receipts and submit your Check Reimbursement Form early!

SUPPLIES

- Procure project supplies from businesses to keep the costs down
- Borrow non-consumable LionArt Docent resources (e.g. paint trays and brushes, clay knives, glass cutters) available at the school. Contact Yvette Blauvelt if you would like to use any LionArt Docent supplies.