



STAKEHOLDER EMAIL TEMPLATE

PURPOSE: Provide language and guidance for students reaching out to their principal and other key stakeholders to explore bringing School Participatory Budgeting to their school.

SUBJECT: School Participatory Budgeting
at [Insert School Name]

TO: Principal

CC: Assistant Principal, Principal's Secretary/
Assistant, Student Leaders, Teacher Organizers

Hi [NAME],

I hope you're doing well. I'm reaching out because I'd like to propose bringing a [School Participatory Budgeting](#) (SPB) process to our campus, and I'm interested in leading the initiative.

School Participatory Budgeting is a student-driven civic learning process that has been implemented in over 100 schools in Arizona. Through the SPB process, students identify school needs, develop project proposals, and vote on how to allocate a portion of the school's budget. The SPB process can increase student engagement, build civic skills, and direct funding toward meaningful improvements that reflect real student priorities.

[Center for the Future of Arizona](#), a nonprofit organization, can significantly strengthen our SPB process by providing expert guidance, planning tools, and structured resources. Their support would vastly enhance the SPB process.

I would love the opportunity to discuss this further and share a more detailed implementation plan in partnership with you. Please let me know if we can schedule a brief meeting at a time that is convenient for you.

Sincerely,
[Full Name]

GUIDANCE:

Include staff or student leaders who are willing to help organize/lead the Student Participatory Budgeting process.

Consider highlighting aspects relevant to your school community here.

EMAIL FOLLOW UP:

- Wait one full week.
- Reply to the original email thread.
- Reference the original email.
- Include a clear call to action.
- Offer flexible availability to meet.
- Thank them for their time.