**School Participatory Budgeting**

**EXAMPLE TIMELINE**

AY 2025-2026

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| Timeframe | Phase | Key Meetings & Dates | Additional Details |
| August – September 2025 | 1. Design the Process
 | * **Principal Meeting**
	+ Aug 15 (or incorporate into scheduled meeting)
* **SPB Sponsors Confirmed**
	+ Aug 21st – Aug 28th
* **Attend SPB Institute or Lead Training/Orientation**
	+ Summer through Sep
* **Steering Committees Recruited**
	+ Sep 11th – Oct 4th
 | * **Principal Meeting:** Gather with district leaders to introduce SPB to site leaders on each campus and create process guidelines.
* **SPB Sponsors:** One or more teachers or school staff who support students on the steering committee through the SPB process at their school.
* **Steering Committee:** The group of students who guide the SPB process among their peers from design to project implementation.
* **SPB Institute or Training:** Partner with CFA & ASU to provide professional development on the process at the beginning of the year. Over time, districts may lead their own training, workshops, or create mini videos to reinforce process learning throughout the year.
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| October 2025 | 1. Kick-Off & Idea Collection
 | * **SPB Kick-Off**
	+ Week of Sep 30th (prior to Fall Break) OR Week of Oct 14th (after Fall Break)
* **Idea Collection**
	+ **Ideal Timeframe:** Oct 14th – Oct 31st
	+ **Primary Vote (optional):** Week of Nov 4th
	+ **Suggested Due Date:** Nov 8th
 | * **SPB Kick-Off**: Steering committees and school community learn about the SPB process and plan for the school year.
* **Idea Collection:** Steering committees meet with the Sponsor on a weekly basis and collect ideas from all of the students on campus.
* **Primary Vote:** Once ideas have been collected, reviewed, and sorted, the steering committee might host a primary vote in which the student body ranks their top choices to prioritize which ideas move forward to proposal development.
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| November 2025 –January 2026 | 1. Proposal Development
 | * **Proposal Development**
	+ **Ideal Timeframe:** Mid Nov – Mid Jan
* **Proposal Feedback**
	+ Round 1 - Principal and School Admin Review: Week of Dec 9th (two weeks before winter break)
	+ Round 2 - District Review: Week of Jan 20th
* **Proposal Pitch & Final Approval**
	+ Feb 7th
 | * **Proposal Development:** Steering committees meet on a weekly basis to determine top ideas and conduct research on the cost and feasibility of top projects. Meetings with business, maintenance, or financial teams might be scheduled to ensure alignment with federal and district policies.
* **Proposal Feedback & Final Approval:** Steering committees submit proposal forms to the district and school leaders to receive feedback and review proposals for final approval to go on the ballot. Consider having the students directly pitch the proposals to school admin.
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| February – March 2026 | 1. Campaign, Deliberate, & Vote
 | * **Campaigning, Deliberation, & Planning for Vote Day**
	+ **Ideal Timeframe:** Feb 10th – Feb 28th
* **Campus Vote Day**
	+ **Option 1:** Week of Mar 3rd (Prior to Spring Break)
	+ **Option 2:** Mar 17th – Mar 28th (After Spring Break)
 | * **Campaigning & Deliberation:** Steering committees advocate for projects on the ballot at their school and spread the word about their campus vote day. They host opportunities for voters to discuss pros and cons of the projects before voting takes place.
* **Campus Vote Day:** Each school hosts a campus-wide vote day! This can be over a period of time or one specific day and will depend on the vote day design.
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| April – May 2026 | 1. Implementation & Evaluation
 | * **Final Requisition Submitted**
	+ Week after voting – before procurement deadline (Apr 14th)
* **Students Announce the Winning Project to Key Stakeholders**
	+ Days or weeks after votes have been counted
* **Project Implementation**
	+ **Ideal Timeframe:** As soon as requisition is submitted – end of school
* **Evaluation w/CFA & ASU**
	+ As soon after the vote day as possible
 | * **Final Requisition Submitted:** Steering committees turn requisitions and supporting documents into district staff to initiate project implementation.
* **Announce Winning Project:** Students ensure the campus is aware of the winning project. Consider opportunities to share the process with key stakeholders like governing board members, parents and families, and more.
* **Project Implementation:** District staff purchase materials and monitor the implementation of projects.
* **Evaluation Celebration:** All steering committees celebrate, reflect, and plan for the year ahead. CFA & ASU can support the collection of data.
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