**School Participatory Budgeting**

District Email Templates

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# Introducing SPB to the School Community

## District Stakeholders

### Subject Line: Empowering Student Voice Through School Participatory Budgeting

Dear [District Leader/Team],

We’re excited to launch School Participatory Budgeting (SPB) across our district — a hands-on civic learning initiative that empowers students to make real decisions about how to improve their schools.

Through SPB, students will:

* Propose project ideas to enhance their school communities
* Collaborate with peers, staff, and families
* Vote on how to spend a dedicated portion of the school budget

This initiative supports our district’s commitment to [Insert commitments like student voice, leadership, and civic engagement], and aligns with our goals around [Insert goals like whole-child and experiential learning].

We invite your support as students and school teams take the lead on this exciting process.

Learn more or see the SPB timeline → [Insert link, videos, or internal documents]

Warmly,

[Your Name / SPB Coordinator]

[Title]

## School Staff and Teachers

### Subject Line: School Participatory Budgeting is Coming to [School Name]!

Dear [School Name] Staff,

We’re excited to share that [School Name] will be participating in School Participatory Budgeting (SPB) — a district-supported initiative that gives students the opportunity to propose and vote on projects that improve their school community.

This process supports:

* Student agency and collaboration
* Real-world civics learning
* Stronger connections between students, staff, and families

**What this means for staff:**

While SPB is led by a student steering committee and sponsor teacher, your role is important! You might be invited to support idea generation, review proposals, bring your students to vote, or help celebrate the winning project.

**Want to get involved?**

Click here to learn more → [Insert link, videos, or internal documents]

Thank you for being part of a community where students are empowered to shape and improve their school.

Best,

[Your Name / SPB Coordinator]

## Parents and Families

### Subject Line: Students Will Help Decide School Projects at [School Name]!

Dear Families,

This year, students at [School Name] will take part in a hands-on, exciting process called **School Participatory Budgeting (SPB)** — where students decide how to spend part of the school’s budget on a project that benefits the school community.

**How it works:**

* Students will share ideas for school improvement
* A team of students will develop project proposals
* The whole student body will vote on the final options

SPB builds leadership, collaboration, and civic learning — and your encouragement helps! You may hear your child talk about submitting ideas or voting in school.

Learn more about SPB here → [Insert link, videos, or internal documents]

Thank you for supporting student leadership at [School Name]! If you have any questions about this initiative, please don’t hesitate to reach out.

Warmly,

[Your Name / SPB Coordinator]

# Sponsor Communications

## Design the Process, Kickoff, & Idea Collection

### Subject: Time to Launch Your SPB Process!

Timeline: August–October

Hi [Sponsor Name],

We’re excited to begin this year’s School Participatory Budgeting process at your school site! As your school’s SPB sponsor, you’ll guide students through designing a process, launching the process, and collecting ideas from their peers.

**To get started this month:**

* Assemble your steering committee
* Meet with your student steering committee to design a timeline and process that works for your school.
* Host your kickoff event or announcement by [insert rough date or window].
* Begin promoting **idea collection**—students should submit proposals that respond to the guiding question: What would improve our school community?

We recommend using tools like posters, morning announcements, or digital forms to collect ideas. CFA has helpful resources to support this phase on their [Online Resource Hub](https://www.arizonafuture.org/programs/education-programs/school-participatory-budgeting-in-arizona/resource-hub/)—let us know if you need additional access to anything!

Thanks for leading this important work. Let us know how we can support you in launching a strong process!

Warmly,

[District Contact Name]

[District Role/Title]

## Proposal Development

### Subject: SPB Next Steps: Time to Develop Student Proposals

Timeline: October–December

Hi [Sponsor Name],

We’re now moving into the Proposal Development phase of the SPB process! This is where student leaders take the ideas collected and turn them into clear, feasible proposals for the vote.

**During this phase (Oct–Dec):**

* Support your steering committee as they review the submitted ideas.
* Help them group similar ideas, research costs, and develop project proposals that are realistic and align with your school’s policies.
* Encourage collaboration with staff and relevant departments to ensure feasibility.

Need support with budgeting or vetting proposals? Let us know—we’re happy to help.

Thank you again for continuing to guide students through this meaningful work!

Best,

[District Contact Name]

[District Role/Title]

## Campaign, Deliberate, & Vote

### Subject: SPB Next Steps: It’s Time to Campaign & Vote!

Timeline: January–March

Hi [Sponsor Name],

We’re entering one of the most exciting parts of the SPB process—student campaign and voting season! During this phase, your students will share their proposals with their peers and lead efforts to coordinate the vote.

**Between Jan–Mar, your school site should:**

* Work with steering committee to plan a campaign that promotes their proposals.
* Create space for students to deliberate, ask questions, and hear from one another.
* Host a school-wide vote to decide which proposal(s) will receive funding!

We encourage schools to make the vote a celebratory and inclusive event—CFA can share ideas if helpful. Please reach out if you’d like any support or materials during this phase.

Appreciate your continued leadership in this process!

With gratitude,

[District Contact Name]

[District Role/Title]

## Implementation & Evaluation

### Subject: Wrapping Up the SPB Process — Implementation & Reflection

Timeline: April–May

Hi [Sponsor Name],

Thank you for supporting students through this year’s SPB process—it’s now time to implement winning projects and reflect on what was learned!

**Here’s what to focus on during April–May:**

* Coordinate with students and staff to begin implementing the winning project(s).
* Celebrate with your school community—consider a launch event or recognition for your student leaders.
* Take time to reflect with your students on the impact and process. CFA’s evaluation tools can help guide this step.

Please let us know if there are any barriers to implementation—we’re here to help troubleshoot and celebrate your success.

Thanks again for helping make student voice a powerful force for change at your school!

All the best,

[District Contact Name]

[District Role/Title]

# Sustaining the SPB Process

## Announcing the Winning Project

### Subject Line: Students Voted — Here’s the Winning SPB Project!

Timing: Late Spring / Early Summer

We’re excited to share the results of this year’s School Participatory Budgeting (SPB) process! After months of gathering ideas, proposal development, and thoughtful deliberation, students across our schools cast their votes — and the results are in.

🏆 **[Insert Project Name]** was selected as the winning project for this year! Proposed by students at **[School Name or Grade Level]**, this project will [brief description — e.g., “create a student wellness corner with calming resources and art supplies”].

This student-led process has empowered young people to shape their schools through collaboration, creativity, and civic engagement. We are so proud of their leadership and vision.

Stay tuned as we move into the implementation phase in the coming months.

Thank you for supporting student voice!

## Local Media Outreach

### Subject Line: Students Lead Real-World Change in [District Name] Schools

Timing: Early Summer or Post-Implementation Kickoff

This year, students in [District Name] made real decisions about how to improve their schools — and their ideas are now coming to life.

Through School Participatory Budgeting (SPB), students proposed, debated, and voted on projects to improve school climate and build community. The winning project, **[Project Name]**, will [brief project purpose].

We’re thrilled to see students actively practicing civic engagement and democratic decision-making. We invite you to help us amplify their work:

📰 Share their story:

Download our media kit or reach out for interviews, photos, and student perspectives.

📣 Follow along:

We’ll be sharing updates and student reflections via our district website and social channels:

[Insert social media links or hashtags]

Let’s keep celebrating and elevating youth leadership across our community!

## Garnering Continued Support

### Subject Line: Help Us Keep Student Voice Growing in [District Name]

Timing: Summer / Fall — Pre-launch of next SPB cycle

The energy from this year’s School Participatory Budgeting (SPB) process has been incredible — and we’re already looking ahead to what’s next.

As we plan for another year of student-led change, we’re looking for continued support from our broader community. Here’s how you can help:

✅ Volunteer or Partner:

Do you have skills, resources, or time to support students in proposal development or implementation? Reach out to [contact info].

💡 Continued Budget Allocation:

Some amazing project ideas didn’t make the final vote — but they’re still worth bringing to life. Let's determine how we can continue to allocate a budget to support this process.

📣 Spread the Word:

Help amplify the impact of student voice by sharing this year’s story with your networks. Youth leadership deserves the spotlight!

Together, we can make sure students continue to lead meaningful change in their schools and communities.