

Regulations of the School Participatory Budgeting

1. The School Participatory Budgeting (in Polish - SBO) is implemented as part of the bilateral initiative "Youth for the City, City for Youth; projects and initiatives involving and including local communities", financed by the EEA Funds and the Norwegian Funds.
2. SBO- is an activity available to the entire school community.
3. Projects can be submitted by all members of the school community, i.e., management, teachers, students, parents and service staff.
4. **The following working team is responsible for the proper conduct of SBO in our school:**
Mrs Elżbieta Piskorska - project coordinator, Mrs Ewa Ziembowicz - coordination support, Mrs Natalia Vinnichenko (supporting assistant for Ukrainian students), students of class 7a - Emilia Wal, Lena Hamulczuk, Franciszek Tryndoch, Mateusz Jaroszek, Mr Michał Wasek (economic manager), Mrs Beata Banach (accountant).
5. Members of the working team cannot submit projects, but they can inspire and vote.
6. Students in grades 1-4 should have a chairman on their project team (this may be a parent, a teacher, or an adult sibling).
7. Students from grades 5-8 and other members of the school community can create homogeneous project teams (i.e., only students, only employees, only parents) or mixed ones.
8. Project groups must consist of 3-8 people.
9. The subject of the project may be equipment and other elements of furnishing or decoration of interiors and spaces around the school, as well as services (training–workshops, events, meetings with authors, etc.)
10. The project must not offend, ridicule or insult anyone.
11. Before submitting the project, you must obtain the support of at least 25 people and deliver it together with the project form (appendices 1 and 2).
12. The project must include detailed purchase prices along with the place of purchase (prices must be realistic and include the labour fee and a possible source of financing after the funds from the SBO are exhausted).
13. Students submit their projects in a paper form to the school library.
14. Parents and school employees submit projects in a paper form to the school office.
15. Projects can be submitted in two categories: M - small project up to PLN 1,000 and D - large project up to PLN 3,000.
16. 1 small and 1 large project with the highest number of votes wins.
17. Voting takes place during lessons in ballot boxes provided by authorized students in accordance with the principle of voluntary voting (i.e., those who are willing to vote)
18. Teachers and parents vote at the school office during its opening hours.
19. **SBO schedule:**
03.10- 09.10.2023 – Information campaign and collecting ideas for changes at school
10.10-19.10.2023 – Writing and submitting projects
20.10.2023 – Verification of the correctness of projects
23.10.2023 – Announcement of the verification results and consultation day for authors who should make changes to their projects
23-27.10.2023 – Correcting projects
30.10.2023 – Final verification
31.10.2023 – Announcement of the list of projects qualified for voting
06.11-17.11.2023 – Promotional campaign
20.11-22.11.2023 – Voting in classes (students), school office (management, teachers, support staff, parents)
23.11.2023 – Counting of votes
24.11.2023 – Announcement of results
27.11-08.12.2023 – Purchase of items or services as part of the winning projects
11.12-20.12.2023 – Accounting settlement of SBO