Dear CAEP Committee,

We write to inform you about a project we are working on in our CAEP class and seek approval to run an Art Auction. As a team, we plan to use art pieces created by the Elderly Citizens and sell them at an auction at school. The money that we raise will then be donated to an orphanage in Indonesia.

As part of this project we will be learning to work with a local community group, in particular the Altona Elderly Citizens as well as raising social awareness of an international group – the orphanage in Indonesia.

The lifelong learning skills that this project will allow us to obtain include the ability to work within a team, planning skills, organizational skills, time management skills, entrepreneurial skills and persistence.

We have produced the following timeline with the main tasks that we as a group need to ensure are completed;

* Contact the Altona Elderly Citizens to ask about art that they have created that could be donated for sale
* Arrange a time and space for the Auction to take place – we at this stage we would like it to run in the Theatre on 22nd May at 6pm.
* We have asked Ms Happy and Mr Brainy to help us supervise on the night
* We will need to advertise the auction so that we can have as many people attend as possible
* Once we decide on our orphanage we will need to contact them in regards to accepting donations and also raise awareness of the orphanage to boost the likelihood of raising a reasonable amount of money

Please see the proposal template attached for further detail.

Thank you for considering our proposal and we are keenly awaiting a response.

Regards,

Bill Smith Nadia Swell Ed Keen