



Student Activities Proposal

Your student club/organization must submit a proposal for any event or activity that is open to the campus and to the public, or for the purchase of any and all items related to the club and its activities.

Your student club's Leadership Council must submit the following items:

I. COVER PAGE

- Name of Club
- Name of the member submitting the proposal (this person must be on the Leadership Council) along with contact email address
- Semester (Fall or Spring and Year)
- Date Submitted

Include the above items centered on the Cover Page.

- Is it a Campus-wide Event? If yes, write "Campus-Wide Event."
- What is the Event title?
- What is the Amount Requested, if any?

Include the above items on the bottom-left-hand side of the Cover Page.

II. Form submission (See below)

III. (IF APPLICABLE) Submit Supporting Documents

1. Budget Request (See sample below)
2. Screen shots from vendor websites
3. Invoices

IV. Comments

Please submit all documents to the Director of Student Services, Ozlen Keskin, at ozlen@aicusa.edu. Please allow one (1) week for the Office to process your proposal. AIC reserves the right to deny a proposal.

Activity/Event Proposal

1. Name of Activity

2. Anticipated Date/Time of Event

3. Anticipated Activity Location

4. Anticipated # of Attendees

5. Activity Description

6. How does this activity advance the mission of your organization and benefit AIC?

7. How are you advertising for this activity?

8. Is your organization pursuing other funding sources in support of this activity? If yes, list the sources. If no, write N/A.

9. Are any organizations/departments co-sponsoring this activity? If yes, which organizations/departments are co-sponsoring? If no, write N/A.

10. Please include the name and email of the co-sponsoring organization contact.

11. Has this activity been held in the past? If yes, please describe the previous activity highlighting what worked well and what did not. If no, write N/A.

12. Does your event plan include a guest speaker, presenter, panelist, or expert? If so, please attach a short bio of the individual(s) to this budget request/activity/event proposal.

A. It would be helpful for the bio to include:

- a. Other schools that have used the guest speaker/agency in the past
- b. The guest's credentials to speak on the topic for which they will visit campus
- c. How many talks/appearances will happen as a function of their visit to AIC

13. Your Signature: _____

Sample Budget Request

<u>Event Name</u>	<u>Item for Purchase</u>	<u>Quantity</u>	<u>Price/Unit</u>	<u>Vendor</u>	<u>Total</u>
Talk	Fruit Bowl	1	\$20.00	Jewel Osco	\$20.00
	Soda	2	\$1.99	Jewel Osco	\$3.98
	Small Plates	1(dozen)	\$2.99	Jewel Osco	\$2.99
				Grand Total:	\$26.97