

making a successful proposal to student union or LOGS

Any current SFAI student can make a proposal at a Student Union or LOGS meeting. Some proposals are made spontaneously and voted on after a brief discussion. However, most proposals—such as budget requests or policy changes—may require substantial discussion before passing. Although this conversation might frustrate those making the proposal, it's an important part of the decision-making process for Student Union/LOGS. Here are some ways to give your proposal the best chance for success.

Make your proposal well in advance. Attend Student Union/LOGS meetings before you make your proposal and ask the Chair/Co-Chairs to put you on the agenda for a future meeting.

Gather support before the meeting. Talk to the Chair/Co-Chairs and appropriate individuals about your plans. Enlist support from other entities, such as studio/academic areas, student groups, and community organizations. Listen to people's responses and use them to strengthen your proposal.

Write it down. Use the Proposal Form. Make copies for distribution at the meeting. Make the name of the group clear and include contact persons' names.

Make it brief. Provide a basic overview of the request. Give the most important information first. Attach supporting documentation if necessary.

Make it clear. Have uninvolved people critique your proposal draft in time to make changes. Give exact, quantifiable information when possible. Verbally reiterate the proposal's main points at the Student Union/LOGS meeting.

Provide rationale. Explain the history of your proposal. Demonstrate the needs your proposal addresses. Indicate how many students will benefit from your proposal.

Be willing to answer questions. Remember that questions aren't necessarily attacks. They're usually efforts to understand your proposal and to see if it's well thought out.

If your proposal includes a request for funds:

Rank priorities. Indicate which are essential aspects of your program and/or budget and which are less important.

Mention other sources of support. Indicate other sources you are approaching for funding. Tell how you plan to raise money yourselves through sales or donations. Consider how you might combine resources with existing groups (e.g., sharing equipment, publicizing programs together, splitting costs for co-sponsored events).

If your proposal isn't accepted, ask those who voted against the proposal why they did so. They'll indicate whether your plan just needs more work or whether you should approach a different source.

If you want any assistance in preparing your proposal, please contact a Student Union/LOGS Officer or the Coordinator of Student Life in the Student Affairs Office. Good luck!

student union/LOGS proposal form

When completed, this form should be presented at a Student Union/LOGS meeting, preferably at least two weeks in advance of the event. To get your proposal on the agenda contact the Student Union Chair and for help preparing for the meeting, please see a Student Union or LOGS member and/or their advisor. Any proposal over the amount of \$200 will automatically be tabled for a week and will be voted on the following week. Attendance is required for both meetings.

STUDENTS AFFECTED: UNDERGRADUATES PB/GRADUATES BOTH

If this affects both undergraduate and graduate students, a separate meeting will need to be called for both Student Union and LOGS to vote. Please allow extra time for this.

NAME OF EVENT, GROUP, OR PUBLICATION: _____

TYPE OF PROPOSAL: (CIRCLE ONE) Event Publication Other _____

PURPOSE AND/OR HISTORY OF EVENT, GROUP, OR PUBLICATION:

PROPOSAL (ATTACH ADDITIONAL PAGES AS NECESSARY):

NAME & CONTACT INFORMATION (PHONE, EMAIL) **OF PERSON SUBMITTING PROPOSAL:**

DATE SUBMITTED: _____ **DATE OF EVENT:** _____

If your proposal includes a request for money, please complete the rest of this form.

TOTAL BUDGET REQUESTED: _____

BUDGET BREAKDOWN: How will your budget be spent (for example, refreshments, entertainment, and security, etc.)? Please list dollar amounts (or closest possible estimate):

ITEM	ESTIMATED COST
_____	_____
_____	_____
_____	_____
_____	_____

OTHER SPONSORSHIP: Please list other departments or organizations that are giving you support.

proposal criteria and compliance

In order for any proposal to be brought to a vote, the student(s) must read and sign the Proposal Criteria and Compliance form. If you have any questions or concerns, please see the Coordinator of Student Life in the Student Affairs Office.

Student Union/LOGS will pass proposals based on the following criteria:

- Proposals must benefit the SFAI Community.
- Priority is given to proposals that enrich the student experience at SFAI.
- If a proposal is sponsored by Student Union/LOGS, it must be open to all SFAI students and widely advertised around the Chestnut campus and Graduate Center as appropriate.
- Students and student groups receiving funding must acknowledge "Sponsored by Student Union" or "Sponsored by LOGS" in all on-campus publications and announcements regarding the project/program.
- Proposals will only be allowed for events that have not taken place yet.
- Students or student groups making proposals will fully complete and submit the Proposal Form in a timely manner.
- Allotted Student Union/LOGS proposal money may be revoked if the proposal is severely altered or modified after its approval.

Student Union/LOGS's support does not assume that the proposal reflects Student Union/LOGS's opinion as a governing body. Student Union/LOGS does not govern all student publications and events.

I understand the above criteria and agree that my proposal may be delayed, rejected, or retracted if it does not follow these guidelines.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

FOR STUDENT UNION/LOGS USE ONLY:

Date Received : _____ Proposal Approved Proposal Not Approved Budget Amount Approved: _____

SU/LOGS Rep Signature: _____

Notes: _____

Copies to: Assistant Dean of Students
Student Union Chair/LOGS Co-Chairs