



University of Southern Maine

47th Student Senate

Proposal Form

- All proposals are reviewed by the appropriate committee before being presented to the Senate
- Proposals not sponsored by a sitting Senator will not be reviewed or presented to the Senate!**
- If you require assistance in completing this form, the sponsoring Senator will happily help you.

FINANCIAL PROPOSALS: If approved, make an appointment with the Student Government Business Office before spending any money to begin the Purchase Order process. Call (207) 228-8503, or e-mail Drew Masterman (drewm@maine.edu).

Directions: Complete items 1-8, then follow the "Instructions for Submission" below.

1. Name of group submitting this proposal: _____
2. Is this a B.S.O. recognized Student Organization? _____
3. Proposal Contact Person: _____
4. E-mail address for Proposal Contact Person: _____
5. Sponsoring Senator: _____
6. E-mail address for Sponsoring Senator: _____
7. Provide a brief description of the purpose of this Proposal:

8. Is this Proposal a funding request? _____

Instructions for Submission: Save this completed form as SenateProposal_ (LASTNAME_FIRSTNAME). E-mail this form to usm.studentsenate@maine.edu by 11:59pm of the Friday preceding a Senate meeting. Your proposal will be voted upon in the second Senate meeting following your successful submission.

FOR STUDENT SENATE USE ONLY	
Date Submitted: _____	
Proposal Number: _____	
Committee(s) referred to: 1) Constitutional Review Committee	
** Provide Reason Below 2) Public Relations Committee	
Yay ----- Nay ----- Abstain	Amended as follows:
Comments:	



University of Southern Maine

47th Student Senate

Proposal Form: Additional Information for Funding Requests

Directions: Complete the following table and answer all applicable questions in detail.

Brief description of Event/Expense: _____

Where/When will Event occur? _____

Expected Attendance (Students/Non-Students): _____ / _____

Names (if known): _____

Expenses		Funding		Requested
<i>Expense Description</i>	<i>Cost</i>	<i>Donations</i>	<i>Student Contributions</i>	<i>Cost Minus Funding</i>
	\$	\$	\$	\$

**** Remember, the total amount if Student Activity Fee per student per event cannot exceed \$250****

Total Requested	Total Students Attending	\$ Per Student
\$	÷	=

Name of account that funds are to be withdrawn from: _____

Persons and/or companies to whom payments will be made:

Name _____ Address _____

City _____ State _____ Zip Code _____

Name _____ Address _____

City _____ State _____ Zip Code _____

Name _____ Address _____

City _____ State _____ Zip Code _____

Please respond to the following questions as thoroughly as possible

Any questions that are not applicable, please mark as "N/A"

CONTINUED BELOW

Discuss each item from the table above, explaining in detail both expenses and how they will be funded. Include breakdowns of expenses and funding (amounts per fundraiser, student deposit required, etc.)

Will admission be charged? If so, how will the proceeds be used?

If any column on the table was left blank, or if you are drawing from an account other than unallocated, explain.

Has your group received, or does it plan to receive, any Student Activity Fee funding not listed under the Requested column for this event/activity (including funding from either the BSO or any Senate entity)? You must report any such funding here.

How will this benefit the USM community and enrich the student body?

What activities and events has your group sponsored or participated in this year? Please list any

fundraising events here.

Describe why obtaining funds from the Senate is vital to the success of this event.

Please attach or enclose any information that you think may aid the Senate in their decision (i.e., how this event is unique, any references, pricing research, publicity, etc.) Include as much information is possible to support your proposal.

Save this form as SenateProposal_(LASTNAME_FIRSTNAME). Submit this form via email to usm.studentsenate@maine.edu by 11:59pm on the Friday preceding a Senate meeting. Your proposal will be voted upon in the second Senate meeting after your successful submission

