

SGA Proposal Guidelines



**Student Government Association
Embry-Riddle Aeronautical University – Prescott**



SGA Proposal Guidelines

Office of the Executive Branch
Revised and Voted on: 2 August 2021

Overview

Organizations or Departments may request funding for on-campus events for students. Students, organizations, and departments may also request funding for SGA Sponsored Projects. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed. These guidelines help guide students, organizations, and departments in making SGA Proposals, including current SGA Council Members

Voting

When voting on the SGA Proposal, if the proposal is done by an SGA Council member, that council member shall abstain from the vote. The President may still sign their own proposal if approved, and the Vice-President may still provide a tie-breaking vote for their own proposal.

Content

Your organization/department must submit the following items:

I. COVER PAGE

- Name of event
- Name of organization/department
- Name of the member submitting the proposal along with contact information
- Semester (Fall/Spring & Year)
- Date submitted

**Include the above items centered on the Cover Page*

- Your signature & Date
- Department Chair/Advisor's Signature & Date**

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

***Not necessary if the proposal is done by an SGA Council Member*

II. Activity/Event Proposal

1. Name of activity/event (Is it a campus-wide event?)
2. Activity/Event Description
 - i. Purpose of this activity/event
 - ii. Anticipated date/time of the event
 - iii. Anticipated activity/event location

- iv. Anticipated # of attendees
- v. How does this activity advance the mission of your organization/department and benefit the campus?
3. Purpose of your proposal
 - i. Has this activity/event been held in the past? If yes, please describe the previous activity/event highlighting what worked well and what did not.
4. Financial breakdown
 - i. Budget summary (Include itemized table)
 - Total cost summary for the activity/event
 - Your organization/department's funding
 - Total budget summary
 - ii. Funding request (Include itemized table)
 - iii. Other funding sources
 - Is your organization/department pursuing other funding sources in support of this activity? If yes, list the sources. If no, write N/A.
 - Are any organizations/departments co-sponsoring this activity/event? If yes, which organizations/departments are co-sponsoring? If no, write N/A.
 - a. Please include the contact information of the co-sponsoring organization (if applicable)
5. How are you advertising for this activity/event?
6. Does your activity/event plan include guest speaker, presenter, performer, or expert? If so, please attach a short bio of the individual(s) to this proposal
 - i. It would be helpful for the bio to include:
 - Other schools that have used the guest speaker/agency in the past
 - The guest's credentials to perform/speak on the topic for which they will visit campus

III. Submit Supporting Documents (IF APPLICABLE)

Please submit all documents to the Student Government Association Treasurer at prsgatre@erau.edu. Please allow one (1) week for the Student Government Association Council to process your proposal.

Blank Template

insert logo here

Event/Project Name

Embry-Riddle Aeronautical University

Submitted by _____

Position

Group Affiliation

[Your signature & Date]

[Department Chair/Advisor's signature & Date]

Purpose of Proposal

This should be the bare-bones outline of your proposal. For an event, what is the purpose of the event at its heart and conception? For a project, what specifically are you doing that will have an impact on the community? For both, you don't need to describe why this is a good idea, you just have to describe the idea.

Request

What are you asking for from SGA? Usually, this can just be a single sentence with the dollar amount. When an itemized list is involved, it may be a good idea to incorporate a table.

Reasoning

Now, tell us why this proposal is a good idea. Tell us who may benefit from this event or project and sell us on why we should invest our money into it.

*You may also include any links, pictures, and/or tables that you find relevant to the proposal. A PowerPoint is also an option for those interested. These proposals are very DIY, and this simply serves as a template for how one could construct a proposal for SGA. There are no mandatory requirements for what this has to look like. *

[Your signature & Date]

[Department Chair/Advisor's signature & Date]



2018 Leadership Awards Ceremony
Embry-Riddle Aeronautical University
– Submitted by Rachel Rise –Assistant
Coordinator
Department of Student Engagement

[Your signature & Date]

[Department Chair/Advisor's signature & Date]

Leadership Awards Ceremony at Embry-Riddle

The Leadership Awards Ceremony at Embry-Riddle Prescott is a long-standing tradition that strives to honor the spirit, collaboration, and leadership of students, staff, and faculty who have excelled in their activities and duties across the campus. The Department of Student Engagement (DSE) supports and prepares the next generation of student leaders at ERAU through engaging our students in activities where they have a chance to develop both their personal and professional excellence.

Purpose of Proposal

Over the years, the Leadership Awards ceremony has grown from a small, formal recognition of dedicated organizations to a highly anticipated, fully catered, campus-wide event. As both attendance and attendee expectations of the event continue to increase, the demands for guest accommodations, particularly related to food and décor, increase as well. To address these, the Department of Student Engagement seeks to involve other organizations and departments in the preparation of this event – including on-campus catering by Sodexo and commissioning the Brotherhood of Steel (blacksmithing club) and the Art Club to create portions of the table centerpieces for the event.

Budget

We estimate the total cost of this year's event to be \$7,800. This includes all awards, catering, decorations, programs, and other central costs for the ceremony. This is more expensive than last year for two reasons. First, we are expecting higher attendance and require more food. Second, we are always seeking to make this a valuable and high-quality event for our attendees, and we are improving this year's ceremony with higher-quality awards and decorations. *Table 1* outlines the financial breakdown of the event, based on our estimates.

Table 1: 2018 Leadership Awards Ceremony Total Budget

ITEMIZED COSTS		
ITEMS	COST	NOTES
Catering	\$3,000	Sodexo
Linens	\$400	Sodexo
Brotherhood of Steel/Art Club Commission	\$600	Centerpieces. Design will be discussed with both clubs
Awards (DSE + FSL)	\$2,500	We will likely spend less than this
Programs	\$850	Ordered through Allegra
Certificate Paper/holders	\$250	Staples
Other Decorations	\$200	Candles and other small items to frame centerpieces
TOTAL COST	\$7,800	

The Department of Student Engagement has the funds this year to support half of the catering services, table linens, the Brotherhood of Steel/Art Club commission, advisor certificates, and all awards. These awards include awards for general student organizations as well as Fraternity and Sorority Life. Other departments wishing to give awards at this ceremony, such as SGA, Women's and Diversity, or Housing and Residence Life, are expected to order their own awards. *Table 2* shows the breakdown on the Department of Student Engagement's \$5,500 budget.

[Your signature & Date]

[Department Chair/Advisor's signature & Date]

Table 2: DSE Budget

ITEMS FUNDED BY DSE		
Brotherhood of Steel/Art Club Commission	\$600	Centerpieces - will discuss with them
Awards	\$2,500	We will likely spend less than this
Certificate Paper/holders	\$250	Staples
Portion of Catering	\$1,500	Sodexo
Linens	\$400	Sodexo
Other Decorations	\$250	Various
TOTAL	\$5,500	

Request

The Department of Student Engagement requests that the Student Government Association contribute \$1,500 to this year’s event. This will go toward the remainder of the catered meal, which includes a buffet-style dinner and plated dessert. DSE has budgeted \$3,000 for the meal and can cover half of it, and request that SGA cover the other half. SGA has contributed up to \$2000 to this expense in past years.

Other Funding Sources

We are also seeking funds from the Student Campus Enhancement Fund (SCEF), to print our ceremony programs. We estimate that these will cost \$850. We are also asking SCEF to cover any overrun and extraneous costs. Any funds not used will be returned to SCEF.

Finally, Melanie Wilson from the Women’s and Diversity center has tentatively offered to co-sponsor \$500 of the program. She has not yet determined whether she can do this due to the increasing size of the Women of Excellence Banquet, so we have not factored it in here. *Table 3* describes the total budget for the event, assuming all requests are granted, as well as the itemized breakdown of individual costs.

Table 3: Total Budget

FUNDING SOURCES		
DSE	\$5,500	1/2 catering, linens, centerpieces, awards, certificates
SGA	\$1,500	Remainder of catering
SCEF	\$1,000	Ceremony programs and overrun
TOTAL BUDGET	\$8,000	
ITEMIZED COSTS		
ITEMS	COST	NOTES
Catering	\$3,000	Sodexo
Linens	\$400	Sodexo
Brotherhood of Steel/Art Club Commission	\$600	Centerpieces. Design will be discussed with both clubs
Awards (DSE + FSL)	\$2,500	We will likely spend less than this
Programs	\$850	Ordered through Allegra
Certificate Paper/holders	\$250	Staples
Other Decorations	\$250	Candles and other small items to frame centerpieces
TOTAL COST	\$7,850	
REMAINDER	\$150	For extraneous costs

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