

Student Initiative Proposal



BIOLA UNIVERSITY
**STUDENT
GOVERNMENT
ASSOCIATION**

TO: SGA Senior VP / Senate
FROM: Proposer Name / Position
DATE: Proposal Date (MM/DD/YYYY)

What is a Student Initiative?

A student initiative is an idea for a project or event that is student-focused and student-run. It is usually a new idea that is not originated or funded by another department on Biola's campus. The Senate funds student initiatives that showcase students' creativity, support the SGA mission and vision, and develop community among a large audience or variety of people. Student initiatives should also fill a need on campus and help students to better connect to the university and to each other.

In an effort to steward the student fee well, the Senate has specified the following standards for the types of initiatives they will fund. These standards exist to guide both current and future Senates in determining the most appropriate uses of contingency funding.

The following proposals will generally not be funded by the Senate:

- Academic projects that are required as part of a grade or for credit.
- Film production costs.
 - While we will not fund production costs, we may still provide funding for student film premiers.
- Events or initiatives that aren't geared to the student body.
- Requests for funds for another university department's events or initiatives. SGA will provide some funding to other department events if:
 - An SGA staff member has an active partnership role in planning and managing the event.
 - Contingency funds remain in an SGA account, rather than being transferred to the department's account.
 - SGA is branded at the event.
- Requests for funds to be donated directly to charitable causes. Students may request funds to plan an event that fundraises donations, but contingency money cannot be donated directly. In either case, Biola will not be able to provide proof of donation or tax write-off forms.
- Anything submitted by someone other than a member of the undergraduate student body. The Senate does not hear proposals from faculty, staff, or alumni. Anything that violates contract or university and community standards or does not align with the SGA mission and vision statement.

The Proposal Process

After the Senate receives a proposal, they will gather feedback from their constituents. In the following week, the Senate will vote unless they need further details about the proposal. In this case, the vote will be postponed. Same-day voting will only take place in the case of a financial emergency or at the discretion of the senior vice president. The proposal may be approved for the full amount, partial amount, or denied completely. The senior vice president will notify the proposer of the outcome. If funds were allocated, the proposer will be instructed to contact the VP of finance for further instructions.

How to Submit a Student Initiative Proposal

To submit a student initiative to receive funding at the discretion of the senate, please fill out the following questions below and submit this completed to the SGA Senior Vice President at sga.senior.vp@biola.edu at least 48 hours before the Senate you would like to propose. Senate occurs every Friday from 4:30-7:30 pm, unless otherwise specified by the current Senior Vice President. This means the proposal must be submitted Wednesday by 4:30 pm the week of the senate you intend on proposing in.

The person listed as the proposer at the top of this document must be present for the proposal. If the proposer is unable to attend, they must inform the Senior Vice President at least 24 hours before the scheduled proposal date and time. Failure to notify the Senior Vice President within this time frame will result in the proposal being rescheduled. *Exceptions may be made at the discretion of the Senior Vice President.*

Additionally, it is highly recommended that a proposer come prepared with a slideshow presentation that will help the Senators understand what is being proposed. It is not required, but it is customary for Student Initiative Proposals to come with some kind of visual presentation as well as the Proposal document itself. If a slideshow will be included in the presentation, it must also be submitted 48 hours before the Senate that you would like to propose for.

Proposer Information

Rules on who must present this proposal are outlined in the *How to Submit a Student Initiative Proposal* section above. Please mention if your proposal is associated with any group, residence hall/floor, club, or organization on or off campus, and state your role or relation to the group. Also, list the names of everyone who may be involved in attending Senate for the student initiative proposal:

ENTER RESPONSE HERE

Proposal

What are you proposing? This is a very brief statement highlighting what you are proposing and why (3-4 sentences).

How will your initiative be both individually life-enriching for you and socially beneficial to the community (1-2 sentences)?

ENTER RESPONSE HERE

Amount Requested

The total amount of money you are requesting. You must include a budget breakdown as displayed below. It must be specific and itemized. *Please make sure to include tax in your budget breakdown. Final budget requests must be made on this document, and no other budget amounts will be considered by the Senate unless otherwise determined by the Senior Vice President.*

ENTER RESPONSE HERE

Budget Breakdown

Quantity:	Item:	Unit Price:	Total:
ENTER RESPONSE HERE	ENTER RESPONSE HERE	ENTER RESPONSE HERE	ENTER RESPONSE HERE
Grand Total: ENTER RESPONSE HERE Your total budget amount.		Amount Requested: ENTER RESPONSE HERE How much you are proposing for.	

Reason for Proposing

Explain why you are asking SGA for this money as well as the other sources you explored or other sources of funding you have access to. Explain whom this will affect and how many people will benefit from the project. Explain why and how your proposal will be valuable in fulfilling the SGA mission.

ENTER RESPONSE HERE

Miscellaneous

Provide any extra information that does not fall under the other categories and is imperative to include in supporting your proposal.

ENTER RESPONSE HERE