SENATE PROPOSAL INFO SHEET

Individuals/student organizations seeking funding for social, cultural, recreational, spiritual, or educational programs/activities that benefit the student body as a whole should complete this form.

To request conference funding, fill out the required Finance Proposal. Proposals may be submitted by members of the Undergraduate Association only (full-time, fee-paying, undergraduate students). Faculty and staff members may not submit proposals on behalf of their students. The Senate cannot fund events/activities that are required as part of students’ coursework or where students receive academic credit.

The Senate Proposal process:
1. A hard copy of the completed proposal form must be turned in to the UA Office by the required deadline. A list of deadlines is available online at http://www.naz.edu/student-activities or in hard copy in the UA Office.
2. The sponsoring individuals/organization must present their proposal to the Steering Committee. The Steering Committee will judge requests based on the UA’s Philosophy of Funding and appropriateness of the request. If approved, the proposal will move on to Senate.
3. At the Senate meeting, the sponsoring individuals/organization will present their proposal to the full Senate. Allocations of funds must be approved in the Senate by a two-thirds vote.

Proposals of $5000 or more:
All proposals totaling $5000 or more must be accompanied by a petition signed by 200 members of the Undergraduate Association. An additional 10 signatures per every additional $1000 is required. For example, a petition of $7000 would require 220 signatures. The purpose of this petition is to increase the general knowledge of the student body regarding what proposals are currently on the table in the hope that this knowledge will increase communication between the students and their elected representatives. The petition form may be downloaded from the Student Activities website.

Undergraduate Association Philosophy of Funding:
The UA’s Philosophy of Funding is available on the Student Activities website.

Helpful Tips for Submitting Your Proposal:
1. Ask questions early. If you are unsure how to submit the proposal or what information should be included, please reach out to your advisor, the VP of Executive Operations or Student Activities Staff for help.
2. Submit your proposal at least one month before your event/activity so that you have time to make the necessary arrangements. If your proposal includes travel, hotel, event tickets, more time may be needed. Proposals for events that happen early in the spring semester may be submitted in the fall. Proposals for events/activities that happen in the early fall and summer trips should be submitted during the spring semester.
3. Please make sure you include a clear breakdown of costs associated with the amount you are requesting from Senate. Do not include costs for graduate students or faculty/staff members in your proposal. The UA receives its funding from undergraduate student fees so monies may only be used for costs associated with undergraduate students.
4. If you are requesting funding for a trip, please provide a full itinerary.
5. Seek out funding from other sources or opportunities to collaborate and share this information in your proposal.
6. Be prepared to answer the following questions: How were students selected to attend the conference? Will the majority of students’ time be spent on conference activities? How much are the students paying out-of-pocket?
SENATE PROPOSAL FORM

Submission Date: ________________________  Requested by: ________________________

Organization Name: ________________________  Email: ________________________

Funds Requested: ________________________  Phone: ________________________

Description of Proposal:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

How does this proposal connect to your organization’s mission and the goals of the Undergraduate Association?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

How will this proposal enrich the social, cultural, recreational, spiritual, or educational life of students and the Nazareth Community as a whole?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

I, the undersigned, understand that this proposal is merely a request and that approval is not guaranteed or assumed. I also understand that this proposal must be represented by me, or my designee, at a Steering Committee meeting, at which arrangement may be made to present it to the Senate, at the discretion of the Steering Committee.

Signed: _________________________________________________

As the advisor to this organization, I acknowledge that I am aware of the Senate requirements and this proposal’s contents:

Signed by Advisor: _________________________________________________

*If submitting proposal on behalf of yourself only, not as part of an organization, no advisor signature is required.