Steps for preparing Budget Proposal

Follow these steps to formulate your funding proposal:
Brainstorm! Come up with an idea for a program, and discuss it with your group, advisor, and the ISU executive assigned to your organization. Make sure the day that you choose is free (we can’t have programs going on at the same time), and start finding out how much things are going to cost.

Write the proposal. You’ll find copies of the Proposal Form outside of the ISU office (Baker 425), and there is also a link to one on the ISU web page (but be warned – it doesn’t always work on all computers!). Make sure that you follow the guidelines in the ISU Constitution and Handbook: these are the official rules for funding, and we have to abide by them. Again, if you need help with anything, or are unsure if something is “fundable,” just meet with your ISU exec at his or her office hours.

Turn it in. You can give your completed proposal to any of the ISU execs, or just drop it off in the Inbox outside of the ISU office. If you can type it, that would be great, but if not, write legibly!!! (You may want to keep a copy.) PLEASE pay attention to the deadlines!!! We will be reviewing proposals once every two weeks, so if you miss the date it may be too late to get your program passed. Mark your calendar … we don’t want to miss out on any great events!

Check your e-mail. We will be e-mailing you with a time to come to the Proposal Review Session. If, for some reason, you haven’t heard anything for a couple of days, contact your ISU exec to make sure that the proposal was received. (Please write your phone number and e-mail address clearly … bad handwriting may mean we won’t be able to contact you!)
**Proposal Review Session.** You will present the proposal to the ISU executive board, when you will come and talk to us about what you plan to do for your event. We will then officially discuss your proposal and how it will help serve ISU’s goal of “Promoting Cultural Understanding.” please bring along your ad. draft.

**Some tips:**

- Target as many people as you can – and from all cultures!
- Try to keep your costs to a minimum. We have a limited amount of funding for the entire year, and want to have as many different types of events as possible.
- Co-sponsor events with university departments or community groups. Not only will you have more resources to pull from, but you can reach many more people.
- Co-sponsor events with other ISU organizations. As a little added incentive, we’ll give you an extra 10% of funding to do whatever you want with. (Well, within reason…)
- Teach people something! The main goal of the International Student Union is to expose people to different cultures and educate them about how different (and similar) we all are. Whether it be through speakers, music, dancers, plays, or interactive games, if you can help others understand your culture a little better, you’re helping us achieve our goal!

**Present it to the General Body.** After we’ve worked with you on finalizing your proposal, you’ll present it to the General Body to be voted upon. A majority vote will pass the proposal. Please remember that this is essentially a contract – so, you can only spend the money in the way it is outlined on the passed proposal!

*If your event is passed by the General Body, then your event is official.*

*We’re looking forward to it!*

*Have fun!*