Working with ISU Advisors to plan a Program

The International Student Union has made a commitment to assisting you in planning programs. Each member organization is paired with an ISU executive who will be involved in the planning stages of the events. Your assigned exec will work with your organization to ensure that the programs meet ISU’s funding guidelines (as described in the Handbook and Constitution), are logistically sound, and have ample publicity. We are really encouraging member organizations to collaborate and can help you to formulate new program ideas!

Representatives from your organization should notify their ISU exec when a program idea is started. The exec can assist in determining if the program is fundable by ISU. He or she will also reserve the date on the ISU calendar to ensure that no programming conflicts will arise.

On the Mondays opposite of the General Body meetings, the ISU has scheduled Proposal Review Sessions. It is necessary that you meet with your exec to develop your proposals, and will be done during office hours. Each proposal will be recommended to the executive board by your assigned exec. You will be given an interview time to come to the proposal review session to present your proposal. Final proposals should be given to ISU by the Wednesday prior to the Monday, which you would like your proposal to be reviewed by the exec board. This gives your assigned exec time to review and recommend changes before the meeting.
Below are the steps that should be taken for effective program planning:

1. Inform your assigned ISU executive of the program idea and tentative details. He or she will respond by determining if the idea is fundable by ISU. (Note: ISU makes no commitment to fund any programs until the general body has approved it.)

2. Meet with your exec (possibly several times) to determine the details of the program. You should receive written quotes for services and have prices for other expenses. However, you should make no financial obligations until the General Body passes the proposal.

3. Turn in the completed proposal form to your ISU exec with a draft of the ad. Upon review, he or she will recommend the proposal to the executive board, where you will be invited to present your proposal to the executive board. The Exec board remains the right not to review the budget if the ad is not submitted.

4. The ISU executive board will discuss the proposal and notify the organization via e-mail. The board may choose to reject the proposal if it is not fundable by ISU, request revisions, or approve the proposal and recommend it to the General Body. If a proposal requires revision, it must be turned in to the assigned exec again and reviewed by the executive board another time.

5. After the executive board has approved a proposal, it will be presented to the General Body for approval. Once approved, your organization may make financial obligations and conduct the program.

We wish you the best of luck for this school year, and are already looking forward to the many programs that are being planned!

*Early planning of your events is critical for the success of your programs and the overall success of the ISU.*