

SGA Proposal Guidelines





SGA Proposal Guidelines

Office of the Executive Branch

Revised and Voted On: 26 Apr 2023

In this document, you will find:

- An overview of proposals
- The proposal presentation process
- The proposal voting process
- A guide to the content you should include in your proposal
- A template for proposals
- A sample proposal
- A template for legislation
- A sample legislation piece

If you have questions and would like SGA assistance at any point of the proposal process, please reach out to the SGA Treasurer atprsgatre@erau.edu, or any other SGA council member.



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Overview

Students, organizations, and departments may 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.

Presenting

Proposals must be initially presented at an SGA Closed Meeting. At this Meeting, council members will ask initial questions and give feedback on the proposal. The proposal will be presented the following week at an SGA Open Meeting, where council members may again provide comments and questions. Students present at these Open Meetings are also given the opportunity to ask questions and make comments on the proposal. Legislation for the proposal should be prepared and sent to the SGA Vice President at least 24 hours ahead of the Open Meeting.

Voting

All voting on proposals will occur at an SGA Open Meeting and will be conducted via roll call voting. Voting will be based on *exactly how the proposed legislation is written* – **there will be no modifying the proposed legislation at the Open Meeting.** 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 SGA President may still sign their own proposal legislation if approved, and the SGA Vice President may still provide a tie-breaking vote for their own proposal.

Content

Your organization/department must submit the following items in PowerPoint form, or any other form deemed effective for communicating the details of the proposal:

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

2. Activity/Event Purpose
 - a. How does this activity advance the mission of your organization/department and benefit the campus?



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3. Activity/Event Overview

a. 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. 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

a. Budget summary (Include itemized table)

- i. Total cost summary for the activity/event
- ii. Your organization/department's funding
- iii. Total budget summary
- iv. Funding request (Include itemized table)
 1. Be prepared to answer questions about specific items and alternatives to the items you have listed (as well as why the options listed are better)
- v. Other funding sources
 1. Is your organization/department pursuing other funding sources in support of this activity? If yes, list the sources. If no, write N/A.
 2. Are any organizations/departments co-sponsoring this activity/event? If yes, which organizations/departments are co-sponsoring?
 3. Please include the contact information of the co-sponsoring organization (if applicable)

5. How are you advertising for this activity/event?

- a. Include a plan for how you plan to advertise
 - i. Advertising type, timeline, etc.

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

- a. It would be helpful for the bio to include the guest's credentials to perform/speak on the topic for which they will visit campus

7. Submit Supporting Documents (IF APPLICABLE)



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

If you have questions at any point in this process, please do not hesitate to reach out to the SGA [Treasurer](#) at prsgatre@erau.edu, or any SGA council member.

Blank Proposal Template

[Insert club logo
here]

PROPOSAL NAME

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

ACTIVITY/EVENT PURPOSE

- How does this activity advance the mission of your organization/department and benefit the campus?
-



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ACTIVITY/EVENT OVERVIEW

- Activity/Event Description
 - Anticipated date/time of the event
 - Anticipated activity/event location
 - Anticipated # of attendees
- 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

FINANCIAL BREAKDOWN

- Budget summary (include itemized table)
 - Total cost summary for the activity/event
 - Your organization/department's funding
 - Total budget summary
- Funding request
- Other funding sources



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ADVERTISEMENTS

- How are you advertising for this activity/event?
 - Advertising type, timeline, etc

GUEST SPEAKER/PRESENTER/PERFORMER INFORMATION (IF APPLICABLE)

- If this applies to you, include a short bio of the individual to this proposal



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QUESTIONS?

Name of organization/department

Name of member submitting the proposal

[Insert photo/club logo here]

Member email

Member phone number (optional)

*****Please note that these slides are simply a *template*. You are more than welcome to personalize your presentation in whatever manner you think will most effectively convey your proposal. If you would like a copy of the PowerPoint pasted above, please view our website prescotterausga.com and then navigate to the Open Meetings page.**



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Sample Proposal



SGA FALL ADDRESS

- Student Government Association
- Dylan Astrup, SGA Vice President
 - Prsgavp@erau.edu
- Fall 2022
- 10.24.22

PURPOSE

- Increases SGA transparency with students and campus administration
- Allows SGA to recognize outstanding RSOs, staff and faculty



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Revised and Voted On: 14 Nov 2022

EVENT OVERVIEW

- Formal dinner with staff, faculty, campus administration, SGA Service Orgs, Auxiliaries, and students. SGA Staff and Faculty Awards are announced, as well as RSO awards
 - Tuesday December 6th at 6pm
 - Lower Hangar
 - Budgeting for 125 people, expecting about 100 attendees
 - Once guest list of staff/faculty is complete, we will be opening EagleLife registration to all students

FINANCIAL BREAKDOWN

Budget for Fall 2022 SGA Address				
	Item:	Price per:	Quantity:	Price:
1	Banquet Table Cloths	\$6.00	20	\$120.00
2	Italian Buffet	\$20.90	125	\$2,613.00
3	Personal Dessert	\$6.60	125	\$825.00
4	Decorations	\$750.00	1	\$750.00
5	Crystal Award	\$175.00	4	\$700.00
6	SGA Subsidy	\$250.00	2	\$500.00
7	SGA Coffee Mugs/Pub Glass	\$3.20	144	\$500.00
8	China	\$2.50	125	\$312.50
9	Program Printing	\$1.50	150	\$225.00
10	Miscellaneous	\$350.00	1	\$350.00
	TOTAL			\$6,895.50

Funding Request: \$7,000



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BUDGET REQUESTED



CAMPUS OUTREACH

- We will reach out to the following groups with a formal invitation:
 - University administration
 - Faculty and Staff award winners
 - RSO award winners
 - SGA Service Orgs and Auxiliaries
- After all of the above have RSVPed, we will reach out to students via email, on-campus flyers and social media posts, as well as with word of mouth



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THANK YOU

Any questions, comments or concerns?

- Dylan Astrup, SGA Vice President
- Prsgavp@erau.edu
- 123.456.7891





**SGA VOTING LEGISLATION NO. 2022 – 0 TEMPLATE ONLY
EMBRY RIDDLE AERONAUTICAL UNIVERSITY, PRESCOTT
CAMPUS STUDENT GOVERNMENT ASSOCIATION TO
ALLOCATE FUNDING FOR THE [EVENT]**

AT A MEETING OF THE STUDENT GOVERNMENT ASSOCIATION MEETING ON BEHALF OF STUDENTS, THE SGA CONVENED TO DISCUSS THE ALLOCATION, HELD AT 6:00PM, ON SEPTEMBER 12TH, 2022.

VOTING LEGISLATION SUPPORTING THE ALLOCATION OF \$AMOUNT TO THE [EVENT].

WHEREAS, the SGA will allocate \$AMOUNT towards the costs associated with the EVENT, set to take place on the MORNING/AFTERNOON/EVENING of MONTH DAY, YEAR.

THEREFORE, BE IT HEREBY PROCLAIMED by the power outlined by the SGA Constitution, the SGA Vice-President, chair of the SGA voting body, Christopher Sorensen, to accept the voting validation of the bill to SGA.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the power outlined by the SGA Constitution, the SGA President, representative of the student body, Grace Brown, of Student Government Association, of Prescott, Arizona, Embry Riddle Aeronautical University, to formally accept the bill into SGA processes and so forth.

---TEMPLATE ONLY---

Instructions (delete these from final version)

1. Fill out last line of header with brief description of proposal
2. Update the first paragraph to include a very brief statement of what the proposal is and the correct open meeting time and date that the legislation will be voted on
3. Update the second paragraph to state the previous statement of what the proposal is with "Voting legislation supporting the approval of..." before the proposal statement
4. In the "Whereas" line, this is the line that the proposal can go into more detail. These are the exact terms that the legislation is voted on and should describe the proposal in detail but efficiently
5. Don't change the Therefore, or Now, Therefore paragraphs, or the footer, or the whole last page. If your legislation ends up on two pages (not including the signature page) 1. Why, 2. Please no, 3. Make sure that the signature page is on its own page



SGA VOTING LEGISLATION NO. 2022 – 0 TEMPLATE ONLY
**EMBRY RIDDLE AERONAUTICAL UNIVERSITY, PRESCOTT
CAMPUS STUDENT GOVERNMENT ASSOCIATION TO
ALLOCATE FUNDING FOR THE [EVENT]**

AT A MEETING OF THE STUDENT GOVERNMENT ASSOCIATION MEETING ON BEHALF OF STUDENTS, THE SGA CONVENED TO DISCUSS THE ALLOCATION HELD AT 6:00PM, ON OCTOBER 24TH, 2022.

VOTING LEGISLATION SUPPORTING THE ALLOCATION OF \$7000 TO THE FALL 2022 SGA ADDRESS.

WHEREAS, the SGA will allocate \$7000 towards the costs associated with the Fall 2022 SGA Address, set to take place on the evening of December 6th, 2022.

THEREFORE, BE IT HEREBY PROCLAIMED by the power outlined by the SGA Constitution, the SGA Vice-President, chair of the SGA voting body, Christopher Sorensen, to accept the voting validation of the bill to SGA.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the power outlined by the SGA Constitution, the SGA President, representative of the student body, Grace Brown, of Student Government Association, of Prescott, Arizona, Embry Riddle Aeronautical University, to formally accept the bill into SGA processes and so forth.