CHANDLER-GILBERT
COMMUNITY COLLEGE

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Programming Board Proposals

Chandler-Gilbert Community College
Student Life & Leadership
(480) 857.5524

If you wish to obtain Programming Board funds, you must present a proposal to the Programming Board. The following information will assist you in completing the proposal:

<u>Writing a Proposal</u>

When writing a proposal, you must include the following five items:

- Purpose - What do you want to do with the funds you are requesting (Mission Statement)?

- Goals – What do you intend to achieve/accomplish?

- Plans – What specific plan do you have to accomplish said goal(s)?

- Timeline – When do you plan to complete the different components of your plan? This must include specific dates and times.

- Budget – What are you spending Money on? You must include: (1) itemized list, (2) including tax, (3) deposit fees, etc

<u>Presenting a Proposal</u>

When presenting a proposal to the Programming Board, you must follow Parliamentary Procedure. The following explains the sequence of your presentation"

1. Prior to the Programming Board meeting, request to be added to the agenda.

2. When you are recognized by the Chairperson, rise and explain you proposal.

3. When finished, make a motion for the board to accept the proposal; someone must second your motion.

4. After the motion has been seconded, immediately move for the proposal to be tabled; someone must second your motion.

5. Your proposal is then tabled, meaning that all questions and discussions pertaining to the proposal will take place during the 7 days until the next meeting.

6. At the next Programming Board meeting, during the discussion of tabled proposals, move that your proposal be taken off the table; someone must second your motion.

7. The Chairperson will recognize you. Once recognized, you will briefly explain the highlights of you proposal, and ask the board to vote in favor of it.

8. The Chairperson will ask if there is any discussion. After any discussion, the Board will vote on your proposal.

Tips for Success

Professionalism and specificity will have a definite impact on how well your proposal is received by the Programming Board, and thus will have an impact on weather or not you will receive the requested allocation.

Please Remember

1. Student Organizations must meet all requirements outlined in the ASCGCC Constitution and its By-Laws in order to receive Programming funds and have voting privileges at Programming Board meetings (Please see Titles XI-Campus Sponsored Student Organizations).

2. All funds of Student Organizations shall be deposited with the College Fiscal Agents, and shall be expended by the appropriate forms (Please see Titles XI-Campus Sponsored Student Organizations).

3. You must allow a minimum of two weeks for all paperwork to be completed when requesting funds (This does not include the time it takes to present your proposal and for you to collect the required information for any and all requisitions).