

Association Proposal Guidelines

Approved 08-15-06

1. Allocating Body proposals should not exceed five (5) pages in length.
2. Student Organization or Institutional proposals should not exceed three (3) pages in length.
3. All proposals must be submitted at least one (1) day prior to the meeting. Proposals that are presented at the time of the meeting will not be considered.
4. All proposals must be date-stamped by the Office of Student Activities.
5. A representative must be present at the meeting in order for the proposal to be considered.
6. Budget requests should be as detailed as possible. For instance, an organization that asks for \$600.00 for a social event should indicate how much they need for decorations, performances, refreshments, etc.
7. Organizations submitting proposals should make an effort to create activities that target as many members of the college community as possible. Proposals should be in line with the organization's mission statement. Proposals that alienate members of the college community or that favor select members of an organization will not be considered.
8. All proposals should be reviewed by the club advisor(s) before being presented.
9. Organizations can request that their proposal be reviewed by the Office of Student Activities prior to the meeting. Requests for review must be presented at least two (2) days prior to the meeting.
10. All organizations should be aware that budget proposals are subject to partial or no approval.
11. Organizations that do not use their funds by the deadline established by the Hostos Association are subject to having their budget revoked.
12. Organizations that wish to revise/adjust their initial proposal should present a budget revision at the next scheduled meeting.
13. Organizations should abide by the established performance fee standards for speakers, poets, musicians, etc.