Please include:

I. **Organization’s Mission and Purpose**
Include a paragraph stating the name of your organization and explaining what your group is involved in within the Statler College of Engineering and Mineral Resources, West Virginia University, and the community as a whole.

II. **Project/Activity Description**
Include a bulleted summary of the projects and/or activities for which you are seeking funding. This should be a comprehensive plan for your organization for the entire academic year.

III. **Budget**
Include a half to one page full year budget outline including:
- Total amount of funds requested
- Purpose of funds
- List any expected purchases
- Other sources and amounts of funds (e.g. department, student government, membership, planned fundraisers)
  - Each activity that needs funded must have matching department fund

IV. **Volunteering Initiative**
The College routinely needs assistance at events. Examples of support include: hosting events, representing the College at high school/alumni events and assisting with College administrative activities. Give a brief evaluation of how much time your group can volunteer for College activities.

Additionally, list other volunteer initiatives that your organization plans to undertake during this academic year.

V. **Safety Plan: COVID-19**
If you are going to request a consultation with Student Engagement and Leadership for ANY in person events including meetings, please prepare your safety plan with the following information:
1.) Location—Building, room, proposed time, is this a recurring event, etc.
2.) Group leader, title, contact information
3.) Group members that would be involved with on-campus work with corresponding contact information
4.) Brief description of on or off campus activities being requested
5.) Safety plan- “buddy system” in spaces, rotation plan if spaces cannot accommodate entire group at one time, any need to reduce spacing to less than 6ft between individuals and how that will be managed, how group will meet PPE requirements, etc
6.) Who will have sanitizing items and what is the cleanup/sanitization plan for after event.

VI. **A List of All Current Officers with Contact Information**
Provide a list of names of all officers and advisors including phone numbers and e-mail addresses.
VII. Written Approval of Proposal from Department Chair and Organization Advisor

At the conclusion of the proposal you MUST include either a digital signature sheet signed by student organization president, organization advisor, and department chair (printable online) or screen shots from the aforementioned people with written approval acknowledging that they have read and approve the proposal. No proposal will be considered without department signatures and support. The only way that a proposal will be considered without this signature is if the organization is a College-wide organization with no home department.

All proposals should be submitted on or before the scheduled deadline. If you have any questions please feel free to contact a Student Advisory Advisor at any time.

Cate Schlobohm
Room G103 ESB
Cate.Schlobohm@mail.wvu.edu
Updated 8/21/2020