

# Campus Initiative Proposal Form

Our Campus Initiative

How YOU want to spend YOUR money

Project ideas benefiting staff members

The Staff Senate is proud to announce our initiative to collect ideas for how Staff Senate should spend the \$25,000 allocated to us from the Coca-Cola contract bonus. The objective of this initiative is to gather your ideas for how to spend the money, so we may allocate the funds to best serve the entire staff at UCA. We welcome your creative proposals on how to spend the money!

Parameters for Proposals:

Must directly impact/benefit staff members.

Must leave a sustainable impact, making UCA an even better place.

If an event, it must be open to all UCA staff members.

Must be thoroughly planned: include an estimated cost budget and timeline of idea implementation.

Must take place or begin in Fiscal year 2015.

No one idea may exceed \$25,000.

Once your proposal has been submitted, the Staff Senate Executive Committee will review the application. After all the applications have been reviewed, the committee will select finalists. The finalists will then be invited to present their proposals to the full Staff Senate. After the presentations have taken place, Staff Senate will decide which project(s) to sponsor.

Timeline of Initiative:

Proposal deadline: May 30th

Committee will meet: June 4th

Finalists notified by June 6th

Committee and finalists present to full Senate: June 11th

Full Senate decides on project allocation(s): June 11th

You may submit your proposal via this form.

Questions? Email us at [staffsenate@uca.edu](mailto:staffsenate@uca.edu)

Please note: Proposals cannot pertain to salaries and must follow state procurement guidelines.

## Proposal

Contact Person Name [Required]

Contact Person Phone Number [Required]

Valid input:

- Numeric - ex: 1111

Contact Person Email Address [Required]

Valid input:

- name@myschool.edu

Provide a detailed description of your project idea. [Required]

Describe how your project would directly impact/benefit staff members. [Required]

Describe how your project idea would leave a sustainable impact, making UCA an even better place. [Required]

Estimated Budget [Required]

Attach a detailed estimated budget of all prices associated with your project idea.

Estimated Timeline [Required]

Provide an estimated timeline for the planning and implementation of your project idea.

Additional Comments