

## **What to Include in your Proposal Letter**

- Club name
- Club mission
- Event purpose
- Event description
- Event date, time, location
- Funding amount
- Funding description

## **Sample Proposal Letter**

September 17, 2011

CAB Board Members,

Students Against Boredom (SAB) is a student club that is dedicated to programming campus-wide events where everyone can have a great time on campus. Since 1991, we've been putting on successful programs such as "80's Night at the Rec", "Nintendo-Mania", and "The Taste of Austin Community College". People interested in joining our organization are welcome to come to our weekly meetings held at Rio Grande Campus at 8:00 Tuesday nights.

Supporting our mission and in celebration of Halloween, SAB is planning on hosting a Monster Mash! Monster Mash is a costume party and will be held in HBC on October 29th. The Mash will run from 7:00 p.m. - 10:00 p.m. There will be cookies and punch all night, and D.J. Super-Sweet will be jamming the tunes. Prizes will be given away at the end of the night, including those for best-dressed couple, most unusual costume, and largest participation.

SAB has been planning this event for several months but is looking for additional funding to help with the costs. We are requesting \$750 from CAB to pay for the marketing, food and the talent fee of D.J. Super-Sweet. Please see budget below for complete details. We have been working closely with the Drama Club to get costumes for our members, and fund-raise at their productions.

SAB believes every student should enjoy their college experience; this is why our club is necessary. As a result of our event students will get a break from midterms and just have fun at our celebration. Thank you for your time and consideration.

Sincerely,

Mary Doe  
President of S.A.B.  
Phone: (512) 555-1234  
Fax: (512) 555-4321  
Email: sabiscool@yahoo.com