Macintosh HD:Users:Clem:Desktop:A Team:A Team:Elements and templates:UCSA Logo Lions - Vector.pdf

Proposal *new committee or event name*

2015-2016

**Write here a short introduction to your committee or event and give a summary of the activities you want to organise throughout the year or for the single event. Please make sure to include:**

* Clear outline of the purpose and profile of the committee or event
* Number proposed activities and the way they can be organised
* Preliminary agenda for at least one semester for a new committee, an preliminary timeline for a new event
* A detailed budget proposal
* An estimate number of members that show interest in the proposed activities
* Any other agreements necessary for the establishment or well-functioning of a committee or team

*This proposal for a new committee or event is in accordance with the Policy Manual Article 13 and up to the UCSA Board 2015 – 2016 it will establish the committee or the event and will appoint a committee or event. If it decided not to, it will give proper justification for its decision.*

Paste your budget proposal excel sheet here.

- Budget description -

|  |
| --- |
| Event A |
| Explain in this box what event A entails (in terms of activities, equipment, promotion, etc…), how many people (and what kind of people) you expect to reach with event A, why you need this amount of money, and if applicable why you requested a different amount of money than last year for event A. |

|  |
| --- |
| Event B |
| Explain in this box what event B entails (in terms of activities, equipment, promotion, etc…), how many people (and what kind of people) you expect to reach with event B, why you need this amount of money, and if applicable why you requested a different amount of money than last year for event B. |

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| --- |
| Event C |
| Explain in this box what event C entails (in terms of activities, equipment, promotion, etc…), how many people (and what kind of people) you expect to reach with event C, why you need this amount of money, and if applicable why you requested a different amount of money than last year for event C. |

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| --- |
| Event D |
| Explain in this box what event D entails (in terms of activities, equipment, promotion, etc…), how many people (and what kind of people) you expect to reach with event D, why you need this amount of money, and if applicable why you requested a different amount of money than last year for event D. |

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| --- |
| Event E |
| Explain in this box what event E entails (in terms of activities, equipment, promotion, etc…), how many people (and what kind of people) you expect to reach with event E, why you need this amount of money, and if applicable why you requested a different amount of money than last year for event E. |

- Contact details -

|  |  |  |
| --- | --- | --- |
| Name | Position | Telephone number |
| Board or team member 1 | Chair | … |
| Board or team member 2 | Secretary | … |
| Board or team member 3 | Treasurer | … |
| Board or team member 4 | … | … |
| … | … | … |