



ASSOCIATED STUDENTS  
OF  
ROCKY MOUNTAIN COLLEGE

## **Proposal Guidelines**

Include **all** of the following items in your proposal to the Senate **at least one meeting prior** to the date in which you are requesting fulfillment of funds. Please communicate the information in a thorough and detailed manner.

- Total sum requested.**
- What is the intended outcome?**
- How will the Rocky Mountain College community benefit?**
- How many RMC community members will benefit?**
- Explain the sustainability (if applicable).**
- Explain the time frame in which the money will be used.**
- Break down of expenditures.**

**It is highly encouraged to have all proposals reviewed by an ASRMC Senator prior to bringing your request to the Senate.**

Upon receiving funds from ASRMC, the Senate expects a follow-up appearance to give a brief report/assessment on the success of your project or event. This should be **no more than thirty (30) days after disbursement.**

**Funds may only be approved for future events.**

Thank you.

\*\*ASRMC Proposal Guidelines are an example for students to build an effective proposal to present before the Senate. The goal is to guarantee that all RMC students are able to present a proposal regardless of their position or circumstance.