

## LANG STUDENT UNION PROPOSAL FORM

### SUBMISSION DEADLINES

- Proposals will be accepted and reviewed during meetings scheduled in the second and fourth week of each month in the academic year. Please refer to the schedule attached for dates and deadlines.
- This proposal form must be submitted to [LSU@newschool.edu](mailto:LSU@newschool.edu) at least 4 days in advance of the meeting to ensure it can be included on the agenda and meeting announcements.
- The proposal must be submitted no less than 3 weeks in advance of the first-choice activity date indicated below to allow time for room reservation and other processing

Name/Organization:	Coordinator Name:
Contact Email:	Contact Phone:

### PROPOSAL DETAILS & DESCRIPTION

<b>Name of Proposed Activity:</b>
<b>Type of Proposed Activity:</b> <input type="checkbox"/> Performance/Exhibit <input type="checkbox"/> Excursion <input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Lecture <input type="checkbox"/> Other
<b>Narrative Description of Proposed Activity:</b>
<b>Expected Attendance:</b>
<b>Co-Sponsors (If Applicable):</b>
<b>First Choice Date/Time:</b>
<b>Second Choice Date/Time:</b>
<b>First Choice Location:</b>
<b>Second Choice Location:</b>
<b>Is any set-up required for the room? If yes, please describe:</b>
<b>Is any audio-visual or other equipment required for the room? If yes, please describe:</b>
<b>Will any food be served at the event? If yes, please describe:</b>

## BENEFITS & INFLUENCE

In receiving funds from Lang Student Union, your proposal should benefit the student community. Please explain how this proposal might influence and/or benefit students of Lang College:

## BUDGET ESTIMATES

Food & Refreshments	\$
Speaker/Lecture Honorarium	\$
Equipment Purchase/Rental	\$
Other Supplies	\$
Local Transportation	\$
Other Travel/Transportation	\$
Conference Fees/Entrance Fees	\$
Other Miscellaneous Costs (Mailings, Etc)	\$
Extended Building Hours (If Applicable)	\$
<b>Subtotal</b>	\$

Has funding been requested from any other organizations/departments? If so, please provide information about these requests, and any amounts approved to date:

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Will admission or some entrance fee be charged? If so, please confirm the charge per person, along with some indication of what revenues might result (based on estimated attendance):

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<b>Total Budget Requested</b> (Subtotal less External Funding/Revenues)	\$
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## PREFERRED VENDORS

Information provided below is intended for use in preparing estimated budgets only. Please do not contact vendors directly; if your proposal is approved, purchase and payment will be coordinated through OSDA. Since The New School has several preferred vendors though, with competitive prices, preparing budgets with some reference to these vendors may help provide more accurate estimates and ultimately expedite payment.

Food & Refreshments	Chartwells (University Catering) <a href="http://www.dineoncampus.com/thenewschool/">http://www.dineoncampus.com/thenewschool/</a> Bravo Pizza (Pizza) <a href="http://www.bravopizzany.com/">http://www.bravopizzany.com/</a> Food Emporium (All Groceries) <a href="http://www.thefoodemporium.com/">http://www.thefoodemporium.com/</a> Lots N Lots (Refreshments & Snacks) <a href="http://www.lotsnlotsonline.com">www.lotsnlotsonline.com</a>
General Supplies	Office Depot <a href="http://www.officedepot.com">http://www.officedepot.com</a>
Equipment/Electronics	J&R Music <a href="http://www.jr.com/">http://www.jr.com/</a>
Travel/Transportation	Amtrak (Domestic Rail Service) <a href="http://www.amtrak.com/">http://www.amtrak.com/</a> Avis (Domestic Car Rental) <a href="http://www.avis.com">http://www.avis.com</a> Limo Res (NYC Car Service) <a href="http://www.limores.net/car-service.do">http://www.limores.net/car-service.do</a> Hotels <a href="http://www.newschool.edu/ofb/purchasing/subpage.aspx?id=55528">http://www.newschool.edu/ofb/purchasing/subpage.aspx?id=55528</a>

## SPECIAL PROPOSAL GUIDELINES

- **EXCURSIONS:** All proposals that involve use of public transportation or travel are classified as excursions, and must adhere to university policies on excursions (policy available upon request from LSU). All excursions proposed must be approved 4-6 weeks in advance of the activity date.
- **DURABLE EQUIPMENT:** All proposals that involve the purchase of durable equipment, such as photocopiers or digital equipment, must indicate where the equipment will be physically located or stored for future use
- **DISPOSABLE ITEMS:** All proposals that involve highly disposable, single-use items (such as event banners) should demonstrate sufficient effort to minimize the expense, since these items may not have any future use
- **CONFERENCES:** Expenses related to a conference attended previously may not be proposed; retroactive payment or reimbursement for student conferences will not be approved
- **SPEAKER HONORARIUM:** If inviting a speaker, please be sure to explain that students (rather than the university) has requested funding for the lecture or engagement, explaining funds may be more limited when requesting a quote on the honorarium
- The following types of proposals cannot be funded through Lang Student Union
  - Advertising & Publicity (Arranged through the Office of Student Development & Activities)
  - Individual Senior Thesis Projects
  - Individual Study Abroad Program Fees
  - Individual Tuition Charges or Emergency Expenses

## PROPOSAL REMINDERS

- Proposals are subject to approval with partial funding
- All proposals must satisfy university policies and guidelines as well, even if approved for funding by LSU
- Students are not authorized to sign any contracts with third parties which create financial or other obligation
- Proposals approved for funding by Lang Student Union must include "Sponsored by LSU" on promotional flyers and other publicity materials

## APPROVAL PROCEDURES

If the proposal is approved by Lang Student Union, please follow these procedures:

1. Request a copy of the minutes from the meeting in which the proposal was approved from LSU
2. Once approved, the coordinator should initiate the proposal within 30 days by meeting with OSDA. If a proposal was approved for funding, but without any follow-up activity within a month after approval, the funds may be at risk of reallocation by LSU
3. Complete the LSU Fund Allocation Form, with appropriate signatures, and submit this form with a copy of the meeting minutes to the Office of Student Development & Activities (OSDA). OSDA will assist with purchases, disbursements, reimbursements, etc.
4. All receipts and invoices for approved proposals must be presented no later than June 15th (after spring semester of the academic year) for payment; and all payments and disbursements must be resolved no later than June 30th
5. For student organizations with an approved proposal, contact Erin Schwartz, Coordinator of Student Programs ([schwarte@newschool.edu](mailto:schwarte@newschool.edu)). For individual students with an approved proposal, but not affiliated with a particular student organization, contact Shannon Logan, Director of Student Development & Activities ([logans@newschool.edu](mailto:logans@newschool.edu))

## SIGNATURES

Coordinator Signature

Date

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Advisor Signature

Date

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**Lang Student Union**  
65 West 11th Street, Room 056  
[LSU@newschool.edu](mailto:LSU@newschool.edu)  
*Meetings every Tuesday at 6:30pm in Lang Café*

**LANG STUDENT UNION**  
**Proposal Review Schedule**

**FALL 2011 SEMESTER**

<b>Proposal Review Session</b>	<b>LSU Meeting Date to Review Proposal (Second &amp; Fourth Tuesday Each Month)</b>	<b>Deadline to Submit Proposal (Thursday Preceding Review)</b>
1	September	September
2	September	September
3	October	October
4	October	October
5	November	November
6	November	November
7	December	December

**SPRING 2012 SEMESTER**

<b>Proposal Review Session</b>	<b>LSU Meeting Date to Review Proposal (Second &amp; Fourth Tuesday Each Month)</b>	<b>Deadline to Submit Proposal (Thursday Preceding Review)</b>
8	February	February
9	February	February
10	March	March
11	March	March
12	April	April
13	April	April
14	May	May