

Tips for preparing and presenting your funding proposals

- Be sure that the budget numbers add up correctly—**DOUBLECHECK THEM! Round up all amounts to nearest dollar**
- Be sure the budget numbers for the current year (if applicable) are correct—(refer to your organization's 2009-10 budget)
- Make sure your presenter knows the budget detail
- Do not make assumptions about continued funding based on past funding
- Clearly make your case for what you want and what you plan to do with it
- Stress the value of your organization's activities; (e.g., How many students will it positively impact? Does it meet a need not met by any other organization?)
- Hearing time is short (about 10 minutes for presentation and 10 minutes for questions). Keep it simple—no PowerPoint presentations
- Currently-subsidized groups should be prepared to answer any questions about their current budget and expenditures thus far
- **Complete and attach a Student Leader Job Description Form for any new or revised student leader positions.** Any revised or new Student Leader Job Description forms must have been reviewed and evaluated for appropriate stipend level by the Office of Student Employment before being included in an SOBC proposal. If there are no changes to current staffing plan, you do not need to submit a Job Description Form

SOBC on-line proposal form can be found at:

www.wright.edu/studentactivities/studentorgs/sobc.html