



Member Originated Activity Project Proposal

Please check one: New project Previous project

The purpose of this form is: 1) to help the Guild publicize all Guild activities on its website, and 2) to request potential start-up funds for projects. Please expect a response no more than two weeks after receipt of the form.

1. Description of project (include product or service and source of product or service).

2. Timeline: Projected beginning of project: ___/___/___ Projected completion of project: ___/___/___

Actual date and time of event (if applicable): Date ___/___/___ Time _____

3. Projected number of participants: Volunteers _____ Total number of participants _____

Do you need a list of potential invitees from the Guild office? Yes No

4. Budget (attach separate sheet if desired)

Income		Expenses	
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total Projected Income	\$ _____	Total Projected Expenses	\$ _____

Will you need start up funds from the VU Guild? Yes No If so, how much are you requesting? _____
(Note: A limited amount of money is available for start-up funds and will be awarded to proposals as funds remain.)

5. How does this project reflect the Guild’s mission (To enhance the student experience while exemplifying the University’s ideals of scholarship, freedom and faith.)?

6. How does this project support one or more of the following goals?

Endowment building: _____

Network (membership) building: _____

Image building: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Please return completed form to: Loke Hall – VU Guild, 1100 Campus Drive South, Valparaiso, IN 46383

See www.valpo.edu/guild/tools/ for further information regarding Member Originated Activities.