Today’s Date ________________

To:  Idaho Student Union Board

From: (Your name & name of your organization) ________________________________

Subject: ISUB Renovation or Utilization Proposal

This document issues your formal proposal for an ISUB space utilization or renovation.

Proposal Applications Should Include

- Document Outlining Space Request
  - History of Space
  - Justification for Proposed Change
  - Financial Solution
- Proposal Presentation Slides
- ISUB Renovation or Utilization Proposal Form (this Document)
- Letters of Support (Recommended but not Required)

Proposal Application Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Proposal Period Open</td>
<td>January 18 - February 18, 2022</td>
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<tr>
<td>Preliminary Review</td>
<td>February 18 – March 4, 2022</td>
</tr>
<tr>
<td>Presentation of Proposals</td>
<td>March 7 – March 14, 2022</td>
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<tr>
<td>ISUB Board Reviews Proposals</td>
<td>March 14 – March 28, 2022</td>
</tr>
<tr>
<td>ISUB Board will submit Recommendations to UIdaho President and AVP of Finance and Administration</td>
<td>April 4, 2022</td>
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<tr>
<td>Issue formal Initial Notice to proposer that the ISUB Board has recommended your proposal</td>
<td>April 4, 2022</td>
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Please see the tab under Governing Documents on ASUI section of UI Website for more information.

ISUB proposals will be categorized as either a Utilization proposal or Renovation proposal.

<table>
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<tr>
<th>UTILIZATION</th>
<th>RENOVATION</th>
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<tr>
<td>Changing the purposed use of vendor, office, or common space where there is alteration of vendor contracts or financial impact greater than $1000</td>
<td>Consist of aesthetic changes, structural changes, furnishing additions/remodels with impacts greater than $1000 for public spaces.</td>
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Please Check Applicable Boxes:

☐ Space Utilization Request      □ Space Renovation Request

Name of Office or Organization ___________________________________________________________
Point of Contact for Proposal

Name: __________________________
Email: __________________________
Phone: __________________________
Current Office Location (if applicable) ________________________________

Please send completed application to isub@uidaho.edu by application deadline – February 18, 2022. If you have any questions, please reach out to the ASUI Director of Student Spaces.

https://www.uidaho.edu/current-students/student-involvement/asui/governing-documents/isub-board