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>
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<tr>
<th>Action</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Proposal Period Open</td>
<td>September 14&lt;sup&gt;th&lt;/sup&gt; - October 16&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Preliminary Review</td>
<td>October 16&lt;sup&gt;th&lt;/sup&gt; – November 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>Presentation of Proposals</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt; – November 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>ISUB Board Reviews Proposals</td>
<td>November 15&lt;sup&gt;th&lt;/sup&gt; – November 30&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>ISUB Board will submit Recommendations to UIdaho</td>
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<td>President and AVP of Finance and Administration</td>
<td>December 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Issue formal Initial Notice to proposer that the ISUB Board has recommended your proposal</td>
<td>December 4&lt;sup&gt;th&lt;/sup&gt;</td>
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Please see the document “ISUB Proposal Process and Timeline” for more information.

Idaho Student Union Building proposals will be categorized as either a Utilization Proposal or Renovation Proposal.

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<tr>
<th>UTILIZATION</th>
<th>RENOVATION</th>
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<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 – October 16<sup>th</sup>. If you have any questions, please reach out to the ASUI Director of Student Services. 
https://www.uidaho.edu/current-students/student-involvement/asui/executive