TO: ASUI President Jacob Lockhart
ASUI Director of Student Spaces Kaarin Von Bargen
Idaho Student Union Building Board

FROM: (Your name and name of your office or organization)

SUBJECT: ISUB Renovation or Utilization Proposal

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

The full process timeline is as follows:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Period Opens</td>
<td>February 1st</td>
</tr>
<tr>
<td>Proposal Period Closes – all proposals must be</td>
<td>February 15th</td>
</tr>
<tr>
<td>submitted by this date for consideration in this cycle</td>
<td></td>
</tr>
<tr>
<td>Preliminary Review</td>
<td>Feb 15th - March 1st</td>
</tr>
<tr>
<td>Presentation of Proposal</td>
<td>March 1st – March 15th</td>
</tr>
<tr>
<td>ISUB Board Reviews Proposals</td>
<td>March 15th – April 30th</td>
</tr>
<tr>
<td>Recommendations to UI President and AVP of Finance and Administration by the ISUB Board</td>
<td>May 5th</td>
</tr>
<tr>
<td>Issue formal Initial Notice to proposer that the ISUB Board has recommended your proposal</td>
<td>May 5th</td>
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</table>

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.

<table>
<thead>
<tr>
<th>UTILIZATION</th>
<th>RENOVATION</th>
</tr>
</thead>
<tbody>
<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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</tbody>
</table>

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.
If you have any questions, please reach out to the ASUI Director of Student Spaces
https://www.uidaho.edu/current-students/student-involvement/asui/executive
Please answer the following questions in detail as part of your proposal. You may attach additional pages.

1. The proposal itself
   a. If your proposals will displace another space, what is your proposed resolution for the displaced office?
2. Relevant background information describing the need behind the proposal
3. Estimated financial impact:
   a. Estimated budget required for project
   b. Estimated financial contribution
4. The intent of the ISUB is to be a space for students that contributes wholly to the University of Idaho student experience. The core values for this Student Union Building are engagement, support, growth, and belonging. Please describe how your proposals upholds these values and contributes to the student experience.

Please provide:

1. In addition to your written materials please also provide PowerPoint summary slides (10 slides maximum) of your proposal and be prepared to present your proposal to the ISUB Board during the review process. Equipment will be provided for PowerPoint presentations but please bring an electronic version of your presentation on a portable device.

2. Submitted materials must include Dean/Executive Director or appropriate designee approval signature.

Note: this is a recommendation process, not a final approval process. The Board is empowered to act on all proposals as it sees fit.

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