

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

Proposal Application Timeline

Action	Timeline
Proposal Period Open	September 14 th - October 16 th
Preliminary Review	October 16 th – November 1 st
Presentation of Proposals	November 1 st – November 15 th
ISUB Board Reviews Proposals	November 15 th – November 30 th
ISUB Board will submit Recommendations to UIdaho President and AVP of Finance and Administration	December 4 st
Issue formal Initial Notice to proposer that the ISUB Board has recommended your proposal	December 4 st

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.

UTILIZATION	RENOVATION
Changing the purposed use of vendor, office, or common space where there is alteration of vendor contracts or financial impact greater than \$1000.	Consist of aesthetic changes, structural changes, furnishing additions/remodels with impacts greater than \$1000 for public spaces .

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 16th**.

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>