

Guidelines for submitting a proposal for usage of Maize Rage funds:

1. There should be two main parts to the proposal: a summary of the project and an estimated budget. The summary should be at least a half page long. All further details are below.
2. Make sure to include names, email addresses, and phone numbers for all people who submit the proposal.
3. Submit a detailed description of what your proposal will entail; things such as what supplies will be needed, where it will take place, if Maize Ragers will be needed to help out, if you will need Athletic Department approval/assistance, and plans for publicity should all be included. This description should be at least a half page long.
4. Most importantly, outline how the proposal will help either the Maize Rage or the Michigan Men's Basketball program and why the Maize Rage should spend its money on it.
5. Attach an estimated budget showing any and all expenses that will need to be paid for with Maize Rage funds. Money for supplies, food and drink, usage fees for facilities and equipment, and wages should all be included (try to get quotes on these items in advance to make the estimated budget as accurate as possible).
6. If the proposal will bring in any income from sales, event charges, or any other source that must be noted on the budget along with where that money will go (charity, Maize Rage accounts, basketball program, etc.).
7. All proposals should be typed and an ample number of copies should be brought to the meeting. Also be prepared to take suggestions and answer questions about the proposal before a vote is taken.
8. Per the finance proposal passed in January 2005, any expenditure of Maize Rage funds must be approved by a majority of voters in attendance at the meeting where the expenditure is proposed.