

General Overview of Timeline

- An idea with basic details must be presented and approved by the Wyrick Commission (Section IV Subsection 2)
- An official Wyrick Proposal must be put together with an appropriate student sponsor and submitted to the Wyrick Commission
- Each proposal will then be sent to the president of the University for further approval.
- For every Proposal that is approved upon by the current University President shall be sent to the Student Body vote in the Spring semester
- For every project with majority vote by the student body will be sent to the Board of Governors for final approval and release for construction.

For a more detailed view of the timeline, refer to the Wyrick Guidelines within the Missouri State University Policy Library

Section I – Introduction and Purpose

The Wyrick Student Project Fund (the Wyrick Fund) was initiated in 1983 by the students of Southwest Missouri State University (now known as Missouri State University), and authorized by the Southwest Missouri State University Board of Regents (now known as the Missouri State University Board of Governors). The program is named in honor of Dr. Thomas J. Wyrick, whose dedication and hard work inspired Missouri State University students to participate in the improvement of their University through innovative programs and effective student government. The Wyrick Fund is monitored and maintained by the Wyrick Project Fund Commission (Wyrick Commission).

The Wyrick Fund shall provide an annual allowance to finance capital improvement projects on Missouri State University's campus that ensure the enhanced quality of life of students. Projects must also heighten the caliber of services provided to all the University community. Because of this, the Wyrick Commission has the authority to reject projects that are restricted to a single academic discipline or campus department. The act of developing a viable proposal shall not be for personal gain, but rather to boost involvement while pursuing the betterment of Missouri State University.

Section VII - Project Proposals

Project Sponsors

- Proposals for expenditures from the Wyrick Fund may be submitted only by Missouri State University students of the Springfield campus. The Missouri State University student(s) submitting each project shall be defined as the sponsor(s) of that project. If there are multiple sponsors, one student shall be designated as the project coordinator. In addition, one student shall be designated the project manager (detailed in Section IX, Subsection D), who may aid in the oversight for project implementation if the proposal is approved by the student body and the Board of Governors. It is suggested that the student still be present to oversee project implementation in the following academic year. The role of project manager and project sponsor may be filled by the same student.

Proposal Guidelines

- All proposals must conform to the requirements outlined in this document.
 - Preliminary Research

Students should determine the feasibility of their ideas and begin formulating a preliminary cost estimate once a project has been decided. The compliance of these ideas with the University's master plan and evidence that the project possesses the potential to enhance the quality of service to all members of the University community should be of the utmost importance when considering a capital project. Students interested in submitting project proposals are expected to work with the University Architect (in lieu of the Office of Design & Construction) and the Vice President for Student Affairs to accomplish these tasks.

Research Responsibility

- The project sponsor(s) shall be responsible for the preparation of their proposals including the compilation of research information. The sources of all research should be documented in the proposal by the project sponsor(s). One of the purposes of the Wyrick Student Project Fund is to provide an educational opportunity to the student drafting the proposal. Thus, the Commission reserves the right to reject any proposal in the event it is determined that the project sponsor(s) was not primarily responsible for the preparation of the proposal and its research.

Proposal

- A preliminary project proposal must be presented to the Commission during the week before the Thanksgiving holiday containing a description of the proposal, location, purpose, cost estimates and any other details which would give the Commission a better understanding of the project. This serves to get students in touch with the Wyrick Commission and appropriate administrators before the official proposal deadline. It also allows the Commission to assess the initial

eligibility and feasibility of a proposal before the entire proposal has been constructed. This preliminary proposal should be approximately one to two pages in length. It is the Wyrick Commissioner's responsibility to set up a time and location for students to present to the commission. If a student is unable to submit a preliminary proposal, the student must schedule a meeting with the Wyrick Commission to discuss their proposal idea in order to be eligible to submit a proposal.

Project Proposals must be written according to the following outline:

- Identification of Project Sponsors
 - Name(s) of project sponsor(s)
 - Campus and permanent addresses and telephone numbers of project sponsor(s)
 - Faculty/Staff advisor(s)
 - Project coordinator
- Description of Proposed Project
 - General description of proposal
 - Proposed location for the object of the proposal
 - Alternative and/or additional uses
 - Drawbacks and/or additional problems
 - Necessary modifications to existing structures, including but not limited to the following areas
 - Lighting
 - Electrical
 - Special environment
 - Special furniture requirements
 - Building modifications
 - Additional changes necessary for adoption of the project
- Estimated Cost of the Project
 - Provision of alternatives in order of preference
 - Provision of complete breakdown of costs
 - Indication of costs for each alternative
 - Indication of minimum and maximum costs
 - Provision for any ongoing costs (i.e., maintenance, repairs, etc.).
- Estimated Completion Time of Project
- Estimated Life of the Project
- Justification of Project—explanation of how the proposed project will benefit the students of Missouri State University and/or the University community and demonstration of its potential impact.

- Administrative Support—Signed letter(s) of support from the appropriate administrator(s), as necessary. The letter(s) of support should detail any ongoing commitments, maintenance, support, or costs associated with the proposal that will be assumed by the University.

Any additional information or documentation necessary to the proposal must be included as is appropriate.

Availability of Funds

- No project shall be accepted which assumes an estimated cost greater than the uncommitted funds available in the Wyrick Fund at the time of the April Election.

Ongoing Costs

- Proposals for projects which may require future or ongoing costs if implemented must propose the means by which these costs will be met. A proposal may provide for the University to assume any further financial responsibility for a project provided that written documentation is provided to the Wyrick Commission from the appropriate University official stating which budget will be utilized to cover such costs. Acceptance of such a project proposal by the Board of Governors shall be construed as an acceptance of that financial responsibility. However, written documentation from the appropriate University official stating which budget shall be utilized to cover such costs must be provided to the Commission. The original proposal must be signed by the dean or director of the appropriate unit, as well as the vice president to whom they reports. This will confirm that there will be sufficient departmental reserves allocated to support the ongoing costs for hourly help, maintenance, and operating expenses. The signature by the Vice President will confirm to the Board of Governors that money is available and that the project will not require support from any other unit, above the allocation provided by the Wyrick Fund.

Proposal Submission Deadline

- Project proposals must be submitted to the Commission no later than the last day of classes during the fall semester. (This excludes finals week.) This deadline shall be announced in the same manner as all Commission meetings.

Independence of Projects

- All projects must be funded entirely by the Wyrick Fund, excepting those expenditures described in Section VII, Subsection B, Paragraph 5 of this document. The resources of the Fund may be appropriated only to

student-sponsored projects approved by the Commission, the administration of the University, the Missouri State University Board of Governors, and the student body through a student election and only by the procedures outlined in this document.

Conflict of Interest

- No member of the Wyrick Commission or the Executive or Judicial Branches of the Student Government Association shall sponsor a project proposal or publicly support any one project proposal over another.

WYRICK PROPOSAL

(INSERT PROJECT TITLE HERE)

SUBMITTED BY:

(INSERT NAMES HERE)

SUBMITTED ON:

00/00/2010

I. Identification of Sponsors

a. Project Sponsors (insert project sponsors and contact information below)

1. John Doe
1001 East Madison Street - Shannon Room #701B
Springfield, MO 65807

(xxx) xxx-xxxx

Johndoe@live.missouristate.edu

2. Jane Doe
1043 East Cherry Street
Springfield, MO 65807
(xxx) xxx-xxxx
Janedoe@live.missouristate.edu

b. Project Advisor (insert project advisor contact information below)

1. Johnny Sponsor
Title
901 South National Avenue
Springfield, MO 65897
(xxx) xxx-xxxx
Johnnysponsor@missouristate.edu

c. Project Coordinator (identify project coordinator below)

1. John Doe

II. Description of Proposed Project

- a. General Description of Proposal** (please insert an overview of the proposal here)
- b. Proposal Details** (please insert project details here)
- c. Proposed location for the object of the proposal** (describe location, include photos if desired)

- d. **Alternative Uses** (please describe any alternative uses for the proposed project)
- e. **Drawbacks** (please insert drawbacks here)
- f. **Necessary modifications to existing structures** (please describe any necessary modifications to existing structures if applicable)

III. Estimated Cost of the Project (please give the estimated cost of the project)

- a. **Provisions of Alternatives in Order of Preference** (please describe alternatives in the case that insufficient funding is available).
- b. **Provisions of Complete Cost Breakdowns** (please insert a detailed cost breakdown here)
- c. **Provisions of any Ongoing Costs**

(Please describe how any ongoing costs will be paid).

IV. Estimated Completion Time of Project

V. Estimated Life of Project (Once completed, how long will the project last?)

VI. Direct Benefits to Students and the University Community

VII. Administrative Support (if applicable)

VIII. Appendix (if applicable)

**** Please include any other attachments (i.e. appraisal documents, diagrams, etc.) that you feel would aid the Wyrick Commission and add to the quality of the project****