

Guide to SIF Proposals



Write the proposal

1. Go to <https://sga.missouristate.edu/>
2. Click on Student Proposals
3. Download the proposal template
4. Begin drafting your proposal



Get letters of support

1. Contact administrative, faculty, or staff members that would be affected by this proposal
2. Contact IT if the project contains software to ensure compatibility with University guidelines
3. Request support from these individuals in writing



Meet with the student body president

1. Email
studentbodypresident@missouristate.edu
2. Request a 30-minute meeting to discuss your completed SIF proposal
3. Send a copy of the proposal at least a day before the scheduled meeting



Meet with the VP of Student Affairs

1. Email DSiscoe@MissouriState.edu and cc StefaniHall@MissouriState.edu
2. Request a 30-minute meeting to discuss your completed SIF proposal
3. Send a copy of the proposal at least a day before the scheduled meeting



Write a resolution

1. Go to <https://sga.missouristate.edu/>
2. Click on Student Proposals
3. Download the SGA resolution template
4. Go back to <https://sga.missouristate.edu/>
5. Click on SGA Cabinet and choose a member to sponsor your proposal
6. Email the cabinet member and request assistance to write the resolution
7. Send the completed resolution to Wang654@live.missouristate.edu and cc SGA@missouristate.edu



Create a presentation

1. Go to <https://sga.missouristate.edu/>
2. Click on Student Proposals
3. Download the SIF presentation template
4. Begin drafting your presentation to SGA



Present at Cabinet

1. Email

studentbodypresident@missouristate.edu and
cc mcr6s@MissouriState.edu

2. Request a time to meet with the SGA cabinet.

Note: meetings are held every Monday at 4 pm. You
MUST present to cabinet.



Present at Senate

1. Email Wang654@live.missouristate.edu and cc
SGA@missouristate.edu

2. Request a time to meet with the SGA senate.

Note: meetings are held every Tuesday at 5:30 pm.
You MUST present to senate.