

**From:** *(Name of Association/ Person)*  **Date:** *(Date of submission)*

**To***: (Insert respective audience title)*

**Subject***:* Proposal for *(insert name of proposal)*

1. **Purpose of Paper:**

*(Briefly in a line or two describe the outline of the Proposal, include the line of authorization the motion is brought from e.g President/Branch Senate/Executives )*

1. **Background:**

*(Describe the initiation and reasons towards the venturing of the submission of proposal)*

1. **Rationale:**

*(Its relevance to the Student Association and how it will best assist the Student Body as a whole)*

**Economical:**

*(The financial needs (if any) that may accumulate in response to the proposal and the possible financial plans to undertake the proposal in terms of it)*

**Administration:**

*(The relevant by-laws, Constitution and any policies that may need to be addressed in terms of the proposal, specify the clause)*

1. **Action Required:**

*(Insert the action required to undergo the proposed proposal)*

Signed By

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*(Name and Position of Proposer)*