

SIF Proposal Tips

Writing a proposal for Student Initiated Fee funding can be a bit intimidating, especially if it's the first time. Here are a few tips to help you get started.

Helpful Hints

- Review required resources like the Penn State Berks Student Initiated Fee Handbook, the SIF website, and the SIF Red Flag Policy.
- Events funded by the Student Activity Fee must be open to all Penn State Berks students. Freshmen, Sophomores, Juniors, and Seniors must all be equally eligible to participate and benefit from the event, activity, trip, and/or resource.
- When describing your event, please clearly explain the purpose, what will happen, and how it will benefit ALL Berks students. If the committee members can't understand your idea, they are less likely to fund it!
- Consider listing some creative marketing ideas to advertise the event and get the word out to the entire Berks campus.
- When getting quotes, make sure that all fees are included. For example, if you're getting a performer, ask them to outline in their quote whether travel and lodging are included in their performance fee. If you're requesting funding for something that will be purchased online, print out a quote that also includes shipping. If your quotes do not include all fees, you will be responsible for the price difference on your own.
- Provide an itemized listing of projected expenses and income. For each item, include and clearly identify the Item Name, Unit Price, Quantity, Item Total, and website/vendor where you found these costs. The more details you provide, the better.
- Make sure you proofread your proposal, double check your math, and attach all the required quotes.
- Be mindful of deadlines! Late and/or incomplete proposal submissions will NOT be reviewed.
- If you aren't sure, don't be afraid to ask! Assistance is available in the Student Affairs office.