

# Needs-Based Assessment Form

Today's Date: \_\_\_/\_\_\_/\_\_\_ | Name: \_\_\_\_\_

SGA Position: \_\_\_\_\_ | Cabinet (or Committee, if Senator): \_\_\_\_\_

Brief description of initiative:

Proposed date(s): \_\_\_\_\_ | Repeating? (weekly, monthly, etc.): \_\_\_\_\_

## Community

- 1) What specific campus or community need does this project seek to address? Also discuss to whom this would be targeted.
- 2) Is anything similar to this being done on campus currently? (Please be specific and do research)
- 3) What other groups or organizations could be partnered with? ("Collaboration is key")
- 4) Discuss any other information regarding how this project or initiative can engage with the campus community.

**Resources**

5) How much money, if any, would be needed? Feel free to give a range, and *explain* for what the money would be used.

6) If a location is needed, discuss *multiple* options. This should include whether a grounds use will be needed and whether reservations will need to be made.

7) Other than for funding requests, what legislation will needed to be passed through Senate (this can include resolutions for advertising purposes)?

8) What resources may be needed from the Communications team (for instance, press releases, photography, graphics, etc.)?

Signature of Applicant: \_\_\_\_\_ Signature of Executive Cabinet Member: \_\_\_\_\_