

How to start a new Student Planning Association Committee

1. Gather 3-5 interested SPA members to serve on the committee.
2. Decide on a committee Chair.
3. Submit the New Committee form below to the Board President.
4. Once approved by the President in consultation with the Board, the Chair of the Committee should provide biweekly updates to the Board. This can be accomplished through an email report or attendance at a regular SPA Board meeting.

Please Note: Because the budget for the current academic year is set the semester prior, funding is not guaranteed for new committees during the first year of operation. Funding requests should be included in biweekly reports and will be considered on a case-by-case basis.

Student Planning Association New Committee Form

1. Chairperson:

Name: _____ Email Address: _____

2. Committee Members (3-5 to start):

Name	Email Address

Vision and Goals:

Please write a ~1 paragraph Vision and Goals statement. The statement should include information about the purpose of the committee, its relationship with SPA, and general descriptions of possible activities and/or events.
