

# SAB Presentation Tips

Requesting funds might seem daunting, but don't worry! The Student Allocations Board wants to see your proposal succeed. Here are a few tips on how to set up a successful proposal:

- Demonstrate that you've invested research into preparing your proposal. Discuss how you calculated your price and attendance estimates.
- Give attention to details, especially in your RSO budget
- If the RSO project has been executed before, draw information from past budgets, plans, and other records.
- Highlight how your RSO, and how it plans to use the requested funds, will benefit some community (for example, the RSO membership, the MSU student body, or the Greater Lansing community).
- If your total project costs more than \$4500, detail the *specific* areas of your project that the Board-allocated funds will pay for.
- Come to the presentation prepared to answer questions from Board members. They may ask you a wide range of questions, ranging from your budget, to the project at the center of your proposal, and to the mission and values of your RSO.
- Be open-minded. One of the Board's key functions is to give you and your RSO valuable feedback.
- Be confident!

For more information visit the RSO Handbook (<https://studentlife.msu.edu/rso-s/student-organization-handbook.html>). Please email Student Life at [Involve@msu.edu](mailto:Involve@msu.edu), or the RSO Consultants at [rsoconsultant.mgr@asmsu.msu.edu](mailto:rsoconsultant.mgr@asmsu.msu.edu) and [rsoconsultant@asmsu.msu.edu](mailto:rsoconsultant@asmsu.msu.edu) if you have any questions.

