

**PROPOSAL FORM**  
**Suggested Guidelines for Solicitation of the Biz Group**

Any member may bring an item or proposal to The Exiles governing body (currently the business group) requesting financial or other types of support from The Exiles by following the suggested guidelines listed here. This document is intended to expedite and clarify the process for both the business group and the solicitor. It is preferable that all lettered topics be answered, if possible.

WHAT: A written proposal submitted to the business group.

TIMELINE: Proposals should be submitted with 1-2 months lead time, in case the item doesn't make it on the agenda the first month it's submitted.

CONTENT: Proposal content should include the following:

- A. A full description of the project.
  1. clearly define the product
- B. Time-line for the project
- C. A complete budget showing how The Exiles funds will be used in conjunctions with other funds.
- D. Reason for the solicitation from The Exiles, i.e., what are the benefits to the solicitor? for example:
  - our membership is their target demographic
  - our "name" adds "validity" to their event, etc.
- E. How will The Exiles benefit from supporting the proposal - for example:
  - community relations
  - outreach to communities outside our primary demographics
  - possibility for increased memberships
  - promotions for The Exiles, i.e. "image" advertising
  - investment in the health and well-being of the group at large
- F. Options for alternative ways The Exiles may offer support if the first request isn't fully accepted, such as:
  - alternative dollar amount
  - advertising sponsorships
  - name only sponsorships
  - sponsorships of individuals (such as a contestant or representative) etc...
- G. How will progress and/or success of The Exiles involvement be measured?
- H. Who, from The Exiles biz group, will be the project liaison - the person to track the project in question and update the business group as to the progress?  
What is the schedule for providing updates? (Biz meetings are monthly)