**Student Council Proposal Procedure**

1. Write proposal - must be typed and professional
2. Submit completed proposal to Adams and Davidson for approval
3. Once approved, request meeting with Mr. Meaux
4. Present proposal to Mr. Meaux
5. If approved, Mr. Meaux will sign
6. Take proposal to Ms. Neal - she will make a copy of the proposal, keep the original, and give copy to SC member
7. Bring copy of signed proposal back to Adams and Davidson

**Required information:**

Name of Event

Brief description of event, including purpose (charity, school pride, etc.)

Date(s) and time of event

Location of event

Estimated event attendance

Other pertinent information

Teacher signature and date line

Principal signature and date line

Proposal submitted by: (Student Council member(s) names)