

Memorandum



To: ASSMU Senate

CC: Ahmadou Seck, ASSMU President
Sarah Gruhler, ASSMU Advisor

From: INSERT NAME HERE, INSERT CLUB/ORGANIZATION & TITLE

Date: INSERT DATE HERE

Topic: INSERT PROPOSAL TITLE HERE

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1. **Background:** Information to help senate understand the reason this proposal has been submitted.
 2. **Purpose:** What you hope to accomplish with this proposal.
 3. **Cost:** Provide a breakdown of costs, especially if you are requesting multiple items. The more specific you can be the better. All club requests may state "\$100 seed money." Until a club is formed, it is not provided a budget.
 4. **Requested Action:** I therefore propose that...

Respectfully submitted,

Sign Here

NAME

TITLE, ORGANIZATION

SAMPLE Memorandum



To: ASSMU Senate
CC: Ahmadou Seck, ASSMU President
Sarah Gruhler, ASSMU Advisor
From: SMU Student, Elementary Education Major
Date: February 11, 2009
Topic: Teacher Workshop

- 1. Background:** The future Teachers Conference is a day-long symposium designed to give high school and college students, of all backgrounds, a look at education today and the inspiration to pursue teaching as a profession. Though past conferences were focused solely on future teachers, this year's conference will also have something to motivate and enlighten current teachers as well.

Students, teachers, administrators, and other educational professionals from local community colleges, four-year universities, and K-12 schools will attend this event. It includes a continental breakfast, lunch, and a chance to meet and network with many current and future educators.

- 2. Purpose:** The purpose of this event is to allow future teachers to learn more about their career field. The students wanting to go are currently student teaching in classrooms around the area, and this conference would help them learn new skills they could use in the classroom.
- 3. Cost:** \$30.00 per person / 6 students attending = **Total:** \$ 180.00
- 4. Requested Action:** I request that ASSMU help fund 6 students to attend the Future Teachers Conference on March 7, 2009.

Respectfully submitted,

SMU Student

Education Major