**A picture containing drawing

Description automatically generated**

Initiative:

Who’s Involved:

Goal Completion Date:

**Things to keep in mind:**

* Aim to complete your initiative *at least six weeks* prior to your goal completion date, plan ahead!!
* Work with your Executive/Senate counterparts. Divide tasks, reach out to orgs/departments, speak with administration, etc.
* If PR is needed for your initiative, make sure you give them plenty of time to make the content for it.
* **Keep leadership well informed throughout your initiative process! They should be involved in every step of the way!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiative Checklist |** Task | Person Assigned | Due Date | Completed |
| Solidify initiative participants |  |  |  |
| Set up meetings with appropriate administrators |  |  |  |
| Update Student Government about initiative idea |  |  |  |
| Submit a Resolution |  |  |  |
| Submit a Bill (if needed) |  |  |  |
| Fill out the Student Government PR Graphics Request at least **TWO WEEKS** in advance (if needed)  Form at this link: <https://docs.google.com/forms/d/e/1FAIpQLSe3sw7sXHtt-p0FIzbZyRbVwtGAv96iJ-rJU8xrh5nEgCutwQ/viewform> |  |  |  |