

Environmental Service Fee Project Proposal Timeline

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| *September 1, 2015 | Begin to collect initiatives for the next fiscal year
Announce to the campus the selected FY15 project |
| November 30, 2015 | Submission deadline for initiative |
| *February 12, 2016 | EC Discussion/Vote on submitted Initiatives
Send ballot to the EC via e-mail |
| March 1, 2016 | Deadline for an EC member to submit a vote to select the top three initiatives for FY16. |
| April 1, 2016 | Submit selected FY16 initiatives to the Executive VP for Finance & Administration |
| *April 30, 2016 | Advertise to Student Government, Student newspaper the projects selected for the coming fall semester. |
| August 15, 2016 | Create Requisitions or work orders to Facilities for the project(s) selected. Use Correct Fiscal year for any orders. |
| September 1, 2016 | Begin to collect initiatives for the next fiscal year.
Announce to the campus the selected FY16 project. |

***EC Meeting Schedule**

February 12, 2015
April 29, 2015
September 10, 2015
November 11, 2015