

Event Proposal Procedures

www.nationoutside.org/links

[Event Proposal Form](#)

The Event Proposal Form should be submitted at least 14 days prior to the date of the event. This is a proposal that will be reviewed by the Leadership team.

All Event Proposals must be filled out as completely as possible. All events must have benefits, goals and measurable outcomes that line up with the mission of Nation Outside.

<p>Benefits: *</p> <p>Short answer text</p> <p>.....</p>
<p>Goals: *</p> <p>Please list at least 2 goals you feel will accomplished with this event. Keep in mind the mission of Nation Outside.</p> <p>Short answer text</p> <p>.....</p>
<p>Measurable Outcome(s): *</p> <p>These relate directly the deliverables.</p> <p>Short answer text</p> <p>.....</p>

[Expense Request Form](#)

If the proposed event has any expenses (beyond staff time), an Expense Request must be submitted. The amount may be an estimate, but should be as close to actual expenses as possible. Examples of expenses include: mileage reimbursement, food, event space rental, entertainment at an event, supplies needed for the event, etc.

If additional funds are needed, they will be uploaded to your Ramp card and you will receive notification via email that this has been done.

Ramp cards should only be used for pre-approved expenses that were submitted using the Expense Request Form.

All expenses require a receipt and memo uploaded to Ramp. Your memo should include simple information about the expense such as: Supplies for February Chapter Meeting.

Once approved, the event will appear in your Chapter folder:

Name	Owner	Last modified b...	File size
TC/Native American	me	10:06 AM	—
Detroit	me	Jan 24, 2024	—
Flint	me	Jan 24, 2024	—
Grand Rapids	me	Jan 24, 2024	—
Jackson	me	Jan 24, 2024	—
Kalamazoo	me	Owned by me Jan 24, 2024	—
Oakland	me	Jan 24, 2024	—
Lansing	me	Jan 24, 2024	—
Washtenaw	me	Jan 24, 2024	—
Youth	me	Dec 28, 2023	—
Womens	me	Dec 28, 2023	—

Approved folder for Lansing:

... > 2024 > Lansing



Type People Modified

Name	Owner	Last modified b...	File size
2nd Chance Resource Fair (Apr)	me	Feb 20, 2024	2 KB
Give to the Homeless (Mar)	me	Feb 20, 2024	2 KB
Illuminating Darkness (Mar)	me	Feb 20, 2024	2 KB
Greater Lansing Event Organizers Meet Up (Mar)	me	Feb 20, 2024	2 KB
Legislative Action Committee (Mar)	me	Feb 20, 2024	2 KB
Lansing City Hall (Feb)	me	Feb 20, 2024	2 KB
City Council Meeting (Feb)	me	Feb 20, 2024	2 KB
Lansing Pride (June)	me	Feb 5, 2024	2 KB
Legislative Advocacy Day (Apr)	me	Feb 5, 2024	2 KB
Neighborhood Resource Summit (Apr)	me	Feb 5, 2024	2 KB
Constellation Cat Cafe (Apr)	me	Feb 5, 2024	2 KB
Connections and Coffee (Feb)	me	Feb 5, 2024	2 KB
Movie Day (Feb)	me	Feb 5, 2024	2 KB

At the completion of any event, the [Event Summary Form](#) must be completed:

NO Event Summary Form


Form description

This form is automatically collecting emails from all respondents. [Change settings](#)

Name *

Short answer text

Date of Event *

Month, day, year 

Title of Event / Meeting *

Short answer text

Nation Outside Chapter(s) that participated in Event *

Detroit

Flint