

Sample New SIG Proposal

1. Purpose and scope:

1. Identify the specific topic or area of interest the SIG will focus on.
2. Clarify the goals (e.g. scholarship, pedagogical innovation, research collaboration, student engagement).

2. Membership:

1. Who is eligible?
2. Procedures for joining the SIG

3. How will the SIG ensure representation of as many languages as possible?

4. Officers and duties:

Proposals should clearly describe the SIG's leadership structure, including:

- a. Leadership roles (e.g., chair, co-chair, secretary), how they are selected (elected or appointed), and their responsibilities.
- b. Length of terms for each leadership position.
- c. Procedures for nominations and elections, including voting eligibility and timelines.

5. Define general expectations and responsibilities:

Establish soft guidelines for frequency of meetings, etc.

1. Membership attendance expectations
2. Report activity to CLI

6. Provide an itemized annual budget:

Proposals must include an itemized annual budget outlining anticipated expenses.

In preparing the budget, please note the following funding guidelines:

- a. Budget allocations will be determined in part by the size of the SIG's membership.
- b. Refreshment and food expenses must comply with Weinberg College entertainment policies, as administered by the LRC.
- c. Eligible expenses include honoraria for external speakers and, when funding permits, special projects aligned with the SIG's goals. Travel-related expenses are not eligible for LRC funding

References:

[ACTFL SIG GUIDELINES](#)

[AATJ Special Interest Groups](#)