



Department of Theatre and Media Arts
 D-581 HFAC
 Provo, UT 84602

Yearly Area Endowment Proposal Form

Area committees will turn in a proposal signed and approved by the area head for the upcoming fiscal year (from January 1 to December 31) on the **first Tuesday of every November**. Activities should be at linked to strategic planning goals which were turned in last March. (Contact Elizabeth if you need a copy of your area's strategic plan). Please remember, unused funds will NOT be rolled over to the next year. Any changes from the original proposal or more details on the specifics of proposed activities should be submitted by using the Change Request Form. For additional information, please see the Area Endowment Policy in the TMA Faculty Handbook.

Today's Date: _____

Area Name: _____

List each individual activity including the strategic planning goals to which it will align:

Semester/ Term	Strategic Planning Goal	Activity Description	Detailed Cost Breakdown

Area Head Signature:

Signature

Please Print Name