**USG Task Force Proposal 2019-2020**

All sections of the proposal must be filled out for it to be considered complete. Any proposal deemed incomplete or lacking in preparation will be returned with comments asking for revisions. After initial review of the proposal by the Chief Diversity Officer and Chief of Staff, applications will be sent to the Advocacy Branch for voting at the next Advocacy Branch Meeting. A simple majority of votes by the Advocacy Directors present at that meeting is required to officially create the Task Force. If passed, the Executive Officers will then be notified of the task force for final deliberation. Decisions will be emailed to all task force members within 24 hours after they are made. The Chief Diversity Officer and Chief of Staff reserve the right to reject any proposal.

The USG Officers listed in this proposal will assume main responsibility for oversight and progress of the task force. Weekly updates must be provided to the Chief Diversity Officer and Chief of Staff to maintain accountability to the student body for addressing campus issues. Failure to provide timely updates, maintain professionalism with task force members and stakeholders, or respond to communication from the Chief Diversity Officer or Chief of Staff may result in accountability checks for USG officers. Accommodations on deadlines may be made with advance notice to the Chief Diversity Officer and Chief of Staff.

If additional space is needed for any section, please create a blank page to continue your response.

Any questions or concerns can be sent to the Chief Diversity Officer, Jeffrey Cho, at usgcdo@usc.edu.

**Task Force Members**

By being listed as a member of the task force, the member is assumed to have a complete understanding of all content provided in this document and accepts the responsibility of following all deadlines listed. They also agree to meet with the Chief Diversity Officer and/or the Chief of Staff as needed to discuss progress on the task force.

**Task Force Requirements:**

* A maximum of 8 members may serve on the main body of the task force
* A minimum of 1 USG Advocacy Director
* A minimum of 1 Senator
* A minimum of 1 Programming Director or a proxy from the director’s executive board
* A minimum of 1 USC student who is not in USG

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **USC Email** | **USG Position (if applicable)** | **FOR NON-USG STUDENTS: Organization\*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section I: Task Force Issue**

\*If working on the task force as a representative of a student/community organization, please list that organization here. Otherwise, write “n/a”.

Please describe the issue the task force intends to address. This section should include historic and contemporary context for why this issue needs to be addressed. Relevant news or media links in this section should be hyperlinked in your response. All links must be accompanied by a brief summary.

**Section II: Task Force Goals**

Please describe the ultimate goal of your task force. What tangible outcome(s) does your task force seek to accomplish? What intermediate steps will your task force need to take in order to achieve that goal? Everything described in this section should be SMART (Specific, Measurable, Attainable, Relevant, Time bound). Actual dates or time spans do not have to be listed here as they will be included in Section VI.

**Section III: Previous Work**

Please identify any previous work that you or others have done in order to address the issue you described in Section I. What is the current state of affairs in regards to previous work on this issue? What obstacles exist? If progress has stalled, please explain why. Relevant news or media links in this section should be hyperlinked in your response. All links must be accompanied by a brief summary.

**Section IV: Stakeholders**

Please identify stakeholders that you will work with in order to accomplish your task force goals. This includes, but is not limited to, university administrators, campus departments, student organizations, and community organizations. Explain how you intend to partner with them and how they will contribute to specific action items for your task force. **Please note that you should have already discussed items in this section with the respective stakeholders.**

**Section V: Impact**

Please describe how your task force will benefit the communities it intends to serve. In addition to identifying those communities, please explain how your task force will encompass **all** community members and those who are at the intersections of that community with other social identities. You may want to draw upon testimonials or academic literature for this section.

**Section VI: Timeline and Task Delegation**

Please provide a comprehensive list of deadlines for when you intend to achieve all the goals described in Section II. Please also include which task force members will be responsible for overseeing each goal. While unforeseeable obstacles may prevent you from strictly adhering to this schedule, it is expected that you will do your best to abide by this timeline. As you determine deadlines, please be cognizant of exam schedules, holidays, and the needs of your task force members.