



Vancouver Island Public Interest Research Group  
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## Proposing a New VIPIRG Working Group

VIPIRG working groups are a way for students and community members who share interests in a particular issue to work as a collective to sustain action over time. The working group may focus on education, research, advocacy, or other activities. The members of each working group share responsibility for campaign planning. Decision-making, and action, All working groups have access to VIPIRG campaign resources and are supported by a VIPIRG staff member.

The VIPIRG coordinating collective considers proposals for new working groups throughout the year. Student or community members of VIPIRG can submit a proposal by completing the following form and then:

- Emailing it to [vipirg@vipirg.ca](mailto:vipirg@vipirg.ca) as a Word or PDF file
- Dropping it off at the VIPIRG office: Room b122, Student Union Building, UVic
- Mailing it to VIPIRG, PO Box 3035, Stn CSC, Victoria BC V8W 3P3
- Faxing it to VIPIRG at 721-7285

If you want help completing the form, call 721-8629 or email [vipirg@vipirg.ca](mailto:vipirg@vipirg.ca)

### What to expect after you submit the proposal form

1. Your proposal will be reviewed by a VIPIRG staff person to make sure it is complete.
2. Your proposal will be reviewed by the Campaigns Committee of the VIPIRG coordinating collective. The purpose of this “first pass” is to see if your proposal fits with VIPIRG’s focus and resources. In this review the Campaigns Committee will consider:
  - a. Does the proposal fit with VIPIRG’s mandate (research, education, advocacy, and other action in the public interest)?
  - b. Is similar work already being done by another local organisation? If your proposal overlaps with another local effort, the Campaigns committee will talk with you about whether it would be more effective to start something new or try to make it happen within a group’s existing campaign work.
  - c. Is the proposal workable within VIPIRG’s funds and other resources? The amount of start-up money for each working group depends on VIPIRG’s finances; new working groups are typically offered \$200-\$300 seed money. The Campaigns Committee will also consider whether there are any other resources that you will need – Eg. Use of VIPIRG equipment, office space, or staff support. If your proposal involves an amount that is outside what VIPIRG can afford or resources that VIPIRG does not have, a member of the Campaigns Committee will contact you to brainstorm possible ways to get supplemental community or university resources
3. You’ll be invited to present your proposal to the VIPIRG coordinating collective. You can either attend a collective meeting to present your proposal and answer questions, or have the collective consider your written proposal and email you questions if that’s your preference. The coordinating collective’s focus will be the *viability* of your proposal – how workable your idea seems, based on VIPIRG’s previous experience with working groups. The coordinating collective will likely ask you about any challenges you anticipate and how you think you might overcome those. The coordinating collective may suggest specific revisions, or may suggest that you work with VIPIRG staff to clarify questions or refine the proposal. .
4. If the coordinating collective approves your proposal, you’ll be asked to sign an agreement that defines the parameters of the working group, the resources that VIPIRG will make available to the working group, and a mechanism for working group members to check in periodically with VIPIRG staff.

## Working Group Application

This is set up as a fillable form. Use the tab key to move from field to field, or click on a checkbox to fill it. For text fields, you can enter as much text as you want (the field will automatically expand as you type). Please note that this application is solely for the purpose of presenting your ideas for a working group to the VIPIRG Coordinating Collective. The Working Group is not required to be confined by the contents of this form in the future, nor does the Coordinating Collective's acceptance of this application imply that they agree to all aspects of the proposal.

1. Name of the proposed working group:

2. Contact information for the person submitting the proposal:

Name:

Phone:

Email:

Do you prefer to be contacted by:  Phone  Email

3. You must be either a student you has not opted out of VIPIRG, or a community member of VIPIRG

Student

Community Member

4. What issue(s) will the group address?

6. What types of activities do you expect the working group to do?

5. What do you want the working group to achieve with these activities?

7. VIPIRG offers a variety of resources to working groups. What resources are you hoping VIPIRG will provide?

Meeting/event space

Help setting up a listserve/website

Money: Start-up funds \$

Ongoing funds (include time-frame – per month, year, etc):

\$

Comments

- Equipment details:
- Training details:
- Information details:
- Other details:

8. VIPIRG staff can help brainstorm outreach strategies, but working groups are expected to do their own outreach and volunteer recruitment.

How many people are you hoping to recruit to be part of the working group?

What time commitment are you looking for from working group members (in hours/month – an approximate range is ok: ex. 5-10 hours per month)?

How will you encourage participation in the working group?

9. We welcome applications by people with all levels of experience. What skills do you have that you think will be useful in getting the working group up and running?

10. Do you have any other comments or questions for the VIPIRG Coordinating Collective?

Please email your completed form to [vipirg@vipirg.ca](mailto:vipirg@vipirg.ca) as a Word file, **OR** print it and drop it off at the VIPIRG office (room b122, Student Union Building, UVic), fax it to 721-7285 or mail it to VIPIRG, PO Box 3035, Stn CSC Victoria BC V8W 3P3

A staff member will email or call you within 1-2 working days to confirm receipt of your proposal. If you don't hear from us within a week, **please call us** at 721-8629 to make sure that your proposal wasn't lost in cyberspace or the mail.