**Instructions:** Use this form if your SIGMAA is planning a project or event. Once your proposal is approved by the SIGMAA chair, submit it to programs@maa.org or send a hard copy to 1529 18th Street NW, Washington, DC 20036. We’ll work with you to get it approved and into your budget.

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| **SIGMAA** |  |
| **Submission Date** |  |
| **Submitted by** |  |
| **Email address** |  |
| 1. **Project Information**
 |
| **Project title** |  |
| **Briefly describe your project**  |  |
| 1. **Mission Alignment**
 |
| **Please copy your SIGMAA’s mission from the charter.**  |  |
| **How does this project align with the mission of your SIGMAA?** |  |
| **MAA Mission** | The mission of the MAA is "to advance the mathematical sciences, especially at the collegiate level." This mission guides our core interests: education, research, professional development, public policy, and public appreciation. |
| **How does this project align with the mission of the MAA as a whole?** |  |
| 1. **Budget**
 |
| **List all expenses of the project.** | **Expense** | **Notes** | **Amount** |
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| **Total** |  |

**SIGMAA Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(sign or attach email indicating approval)*

***FOR INTERNAL USE ONLY***

Programs Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_