**Conference on National Affairs Proposal Writing Guide**

Use this sheet to organize your proposal. Type the proposal outside of the boxes. When you finish writing, go online to [regy.co](http://www.ymcacona.org) and use the Online Proposal Submission Site to copy and paste the sections you wrote into the system.

Contact [info@ymcacona.org](mailto:info@ymcacona.org) for proposal submission problems.

**Title:** Briefly state the basic action of the proposal. One short sentence is best.

**Major Areas to be Affected:** List key entities that will be impacted by this proposal.

**Justification:** In paragraph form, tell why there is a need for your proposal. Include any necessary supportive information; include statistics, quotes, etc. Don’t include all your facts. You will have an opportunity to present more of your ideas during debate.

**Proposal for Action:** State your proposal. You may use outline form or paragraph form. This is the main part of your proposal and should be substantial enough to fully explain what you intend to do. You are not writing legislation, rather, a broad proposal.

**Results to be Expected:** Simply state the results that you would expect to see after your proposal is put into action.