

# Student Budget Advisory Committee

## Annual Budget Request Packet

### Fiscal Year 2008

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#### BACKGROUND INFORMATION

The Student Budget Advisory Committee (SBAC) is a board of seven total members: three USS Senators, two SUB members, one SJU 'til 2 member, and the Vice-President for Financial Affairs of the University Student Senate who serves as chairperson. This committee is charged with the responsibility of allocating budgeted funds among recognized student organizations. They are advised by the Assistant Director for Campus Programs from the Office of Student Leadership and Activities.

#### THE ANNUAL BUDGET PROCESS

The *Annual Budget Process* begins in the spring semester when student organizations complete the *Annual Budget Request Packet*. All blank *Annual Budget Request Packets* are available on **Tuesday, February 6, 2007 after 11:30 AM on Third Floor Campion**. There will also be a presentation on how to fill out the budget packet at the first OPA Meeting of the semester, which also happens to be on **Tuesday, February 6, 2007 in Mandeville 313**. Blank budget packets will be available here as well. In these packets, the organization's treasurer should outline all the activities of the organization and the finances needed for the upcoming fiscal year. Careful attention to detail is highly recommended. The Annual Budget Request Packet is to be submitted to the Office of Student Leadership and Activities on **Third Floor Campion no later than 5:00 PM on Friday, March 16, 2007**. Any budget turned in after March 16<sup>th</sup> will be subject to the following penalties:

- Received after March 16 but before March 23, 2007: 25% Budget Reduction.
- After March 23, 2007: No additional budget applications accepted.

Each student organization should sign up for a hearing time for the weekend of March 23 – 25, 2007. Signups will be posted on the door of the Assistant Director for Campus Programs' office effective March 16. Student organizations that fail to show up for their chosen meeting time will not be eligible for an annual budget. On Tuesday, March 27 at 11:30 AM, completed budget packets will be available for pick-up in the Office of Student Leadership and Activities.

#### FACTORS CONSIDERED IN THE DECISION-MAKING PROCESS

A copy of the processes and guidelines of the SBAC can be found in hard copy on the Third Floor Campion, in the USS Office (227B), or online at the USS website or the Office of Student Leadership and Activities website. **It is strongly recommended that all student organizations read the rules and guidelines before requesting any funds from the SBAC. The SBAC Representative that serves as your organization's Liaison can be an integral part of this process.**

Several factors are weighed when making funding decisions (in no particular order):

- How funds have been used/misused in the past.
- Overall feasibility of the request.
- Financial feasibility of the request.
- Number of people and who will benefit from the activity.
- All students must be welcome to attend on-campus events.
- Co-sponsorship support provided for the activity.
- Have tentative or definite plans been made for the event?
- Is more information about the event needed?
- Has the student organization missed two or more OPA meetings? Two absences warrant a 15% reduction in the granted budget. Three absences warrant a 25% reduction in the granted budget. Four absences (all meetings in a semester) warrant a 50% reduction in the granted budget.

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In addition to evaluating the activities and programs, the organization itself is evaluated. The SBAC looks at such items as:

- Number of active members of the group.
- Is a copy of current officer list on file with the Office of Student Leadership and Activities?
- Membership fees or dues charged to the club members.
- Number of new members.
- Group status (if a registered/recognized organization).
- Copy of constitution on file with the Office of Student Leadership and Activities.

When requesting for large events, please remember that money must be requested for security, electrician, housekeeping and the extended use of the shuttle (when the event runs past 1:00 AM). Check with the Office of Student Leadership and Activities for the actual cost.

### **DELIBERATION AND RETURN OF APPROVED BUDGETS**

Each student organization will receive a copy of their approved budget with explanations after the SBAC has completed their final deliberations on Tuesday, March 27, 2007 at 11:30 AM. A representative from each organization must pick up their budget from the Office of Student Leadership and Activities and sign off on its reception. From the time the proposed budgets are made available to the student organizations, a representative of the group has five academic days to make a written appeal providing additional information that could be of assistance in reaching the appeal decision. The SBAC will decide whether or not an appeal is granted, and if so, forward that appeal to the USS for their recommendation. Upon receiving the USS recommendation, the SBAC will deliberate a second time and give the appeal decision in writing to the student organization. That decision of the SBAC will be final.

### **THE YEARLONG ADDITIONAL FUNDS ALLOCATION PROCESS**

The SBAC continues to allocate additional funds throughout the academic year until all funds are distributed. During the academic year, student organizations may request additional funds from the SBAC by completing the SBAC Additional Funds Request Form found online at the Office of Student Leadership and Activities website under the "Forms" link at the top. The SBAC meets weekly to review all requests and will reply to the student organization within three days of the meeting. Requests of this nature will only be reviewed if submitted at least three weeks prior to the event or activity. The requested amount is subject to reduction due to nonconformity with SBAC guidelines, lack of available funds, historical misuse of funds, or the group's attendance at OPA meetings during the current semester.