

# BUDGET WEEKEND

## FALL 2013

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# What is Budget Weekend?

- Budget Weekend is a time when the Appropriations Committee sees budget proposals from all SGA clubs and organizations, as well as proposals for campus wide events from non-SGA recognized organizations.
- Budget Weekend is held twice a year; in November and April.
- The money allocated at Budget Weekend is for the following semester.

# Guidelines

- Each club must write its proposal on the attached budget request forms.
  - You may type or handwrite the information
  - Be sure you include as much information as possible— dates, locations, co-sponsors and a detailed description. The information you include is *all* the information that the committee has to base its decision.
- All items must have a corresponding QUOTE
  - Quotes can be in the form of a screenshot, receipt, professional email, etc...
  - Any item over \$300 must have a minimum of 3 quotes from different sources
  - If requesting lodging (even if under \$300), you must also include 3 quotes.

# General Appropriations Policies

- Food for any event must be purchased through Lackmann. In cases where they cannot provide catering, you must include an approval form from Lackmann.
- A maximum of \$250 per year can be funded for apparel.
- Club Table Banners or Drapes may be funded for a maximum of \$200, every 3 years.
- Decorations, DJs, Prizes, and Giveaways for events cannot be funded.
- A maximum of 8 registration fees can be funded to attend a conference(s) per year.
- Transportation may only be funded for if it is within 300 miles of NYC

# Policies Continued...

- Food for meetings cannot be funded
- Funding can only be given for events that go towards a clubs purpose.
- Parties, Celebrations, and Carnivals cannot be funded, unless the celebration is a part of the clubs purpose
- Formals, defined as any end of the semester event held at Hofstra or an off-campus location, cannot be funded for by the Student Government Association.

# How to Submit a Proposal

- Once you compile completed budget request forms and corresponding quotes for each item, scan the papers into one .pdf document. The scanners in the basement of the library work well for this.
- In order for the Appropriations Committee to review a clubs proposal, it must:
  - Be on the proper forms with attached quotes
  - Be emailed in **one** .pdf document to SGA\_Budgets@pride.hofstra.edu and received *no later than* **11:59 p.m. on Wednesday, November 6<sup>th</sup>**.

# QUESTIONS???

- If you have any questions about how to submit a budget proposal, or anything related to SGA Appropriations policies, please email Megan Andrews at [SGA\\_Appropriations@pride.hofstra.edu](mailto:SGA_Appropriations@pride.hofstra.edu)