

undergraduate club **budget** info. \$ession

how to submit your club's budget for 2011-2012

MARCH 1st
6:00PM
student center theater

be there
or be 

SGA_Comptroller@pride.hofstra.edu

submit 2011-2012 undergraduate club
budget before **APRIL 7th!**

got budget?



hofstra.edu/sga
SGA_Appropriations@pride.hofstra.edu

Budget Proposals

Submitting A Budget for the 2011-2012 Academic Year



What is Budget Weekend?

- All undergraduate clubs are encouraged to submit a budget for the upcoming academic year.
- The Appropriations Committee spends a weekend to review budgets for the next academic year

Where Do We Get The Moolah?

- All students pay an activities fee (\$75 per student per semester)
- Overall Budget fluctuates year to year, based on the undergraduate population
- SGA Allocates part of those funds ahead of time to help clubs plan events for the upcoming year
- Remaining funds are used to allocate to clubs during the academic year at Appropriations Meetings each semester!

Budgeting Your Club

- The funds allocated to clubs at budget weekend, allows clubs the opportunity to get events funded way in advance
- If you are not allocated your entire budget it's ok! Like all budgets, we have a limit, and a potential of over 150 clubs to fund.
- Anything not funded, can be brought to Appropriations during the year.
- Budget Weekend is not a “do-all, end-all death sentence” for your clubs' budget

What Should I Request?

- Events that allow to opportunity for all students to participate in
- Events that occur often
 - “Annual Events”
- Conferences
- Events that need planning in advance
- Submit entire budget for consideration

How Does SGA Fund Clubs?

- Allocations are based on your club's purpose
 - Why your club exists
- Fund events that all students have the opportunity to participate in
- Annual Events, events that all students can attend, large events, “big budget” events
- Follow University and SGA policies

How To Submit

- Continuing the “Going-Green” system we started last year
- Email-based
- Electronic PDF

Step One

- Check SGA's website for our policy series
- What we **can** and **cannot** fund for
- This will help you with writing your proposal more efficiently if you take out the items we cannot fund for
- Evaluate events to see if all students can participate/attend
- hofstra.edu/sga

Step Two

- Download the Appropriations Forms on the Portal (Under the student tab)
- Use **ONLY** these forms. Nothing else is necessary. Don't waste your time by making up any other documents.
- **TYPE OUT THE FORM**
 - Easy for us to read to nothing is unclear

SGA Forms

- Fill out all parts of the form
- Group your events into one form
- For misc. items, put them all on one form, separate from your events

Step Three

- Find **Quotes** for **ALL** things needed in your budget.
- For items over \$300, we need **3 quotes**
- For Hotels, we need **3 quotes**
- For other inquiries refer to the policy series

Step Four

- Once you have your forms filled out, and quotes gathered, print your documents
 - Always good for your own reference
- Organize quotes to match up with events, placing quotes behind appropriate SGA funding forms

Step Five

- Scan documents into **ONE** PDF document
 - Quotes and Funding Requests
- Library has free scanners, most of the scanners on campus have email based scanning

Step Six

EMAIL Budgets:

SGA_Budgets@pride.hofstra.edu

When to Submit?

First Day: **March 7th @ 12:01 A.M.**

Last Day: **April 7th @ 11:59 P.M.**

Budget Reviews: **April 8th-10th**

Questions

EMAIL ONLY:

SGA_Appropriations@pride.hofstra.edu

SGA_Comptroller@pride.hofstra.edu

OFFICE HOURS

Will be posted on SGA for Budget Help