

## **University Senate Budget Allocations**

### **Article I:**

For the purposes of permitting and supporting special student clubs or organizations for undertaking special or unique programs and furthering support for those events that fulfill Hofstra's Pride Principles, the University Senate--in conjunction with the Student Affairs Committee, Planning and Budget Committee, and Senate Executive Committee,-- shall;

1. Appropriate funds from the University Senate Budget; and;
2. Act as a Co-sponsor for select events that promote student success/retention; and;
3. Act as a Co-sponsor for select events that exemplify Hofstra's Pride Principles, which are outlined as events that will:
  - a) promote personal and social responsibility
  - b) promote respect for self and others
  - c) promote integrity, ethics and leadership
  - d) promote diversity and community
  - e) promote expression and free exchange

### **Article II:**

Guidelines for Club Appropriation Requests

1. Student Government Association (SGA) affiliated clubs must first apply to SGA for funding.
2. The Student Affairs Committee shall collect event budget proposals from clubs and organizations by a date to be specified by the Chair of the Student Affairs Committee.
3. Clubs can only request money for the upcoming academic semester.
4. Exceptions may be made upon a majority vote of the Student Affairs Committee for clubs that require the budget a year in advance.
5. The Student Affairs Committee shall be the sole arbiter for prioritizing the requests for co-sponsoring events.
6. Any member of the Student Affairs Committee and/or Planning and Budget Committee must abstain from voting if he or she is a member of a club or organization seeking monetary support for an event.
7. As part of the application process, the organization must effectively demonstrate, in writing, how its request embody the P.R.I.D.E principles and student retention/success.
8. It is understood by all applicants that only a limited number of requests will be granted each semester and that the number of granted requests may not be consistent from semester-to-semester; but rather, will be determined largely in the funds awarded and/or the nature and, purpose of the event. Funds will be allocated at the discretion of the Senate Executive Committee

### **Article III:**

Co-Sponsorship Form

1. The University Senate will require that all organizations fill out a Co-Sponsorship Form to access their budget.
2. The funding forms must contain the following information:
  - a) Organization's name
  - b) Description of event
  - c) Date of event
  - d) Total amount requested
  - e) Identity of speaker and/or company that may either be in attendance in providing sponsorship funds.

## University Senate Budget Allocations Checklist

The purpose of this Checklist is to facilitate access by student clubs and organizations to funding from the Hofstra University Senate, beyond funding that is available from the Student Government Association (SGA), for undertaking special or unique programs and furthering support for those events that fulfill Hofstra's Pride Principles that will:

- a) promote personal and social responsibility
- b) promote respect for self and others
- c) promote integrity, ethics and leadership
- d) promote diversity and community
- e) promote expression and free exchange

1. Name of Club or Organization
2. Description of proposed Event
3. Date of proposed Event
4. Written support for meeting P.R.I.D.E principles
5. Date Budget Proposal due as specified by the Chair of the Student Affairs Committee
6. Budget proposal
7. Total amount received / to be received from SGA
8. Total amount received / to be received from resources other than University Senate (identify source)
9. Total amount requested by University Senate
10. Identity of speaker and / or company that may either attend the Event and / or provide sponsorship funds.

The decision to approve requests for supplementary funds will be made by or from the Student Affairs Committee, The Planning and Budget Committee, the Senate Executive Committee and The University Senate, with notification of results to the SGA.