

# SGA Budget Request Packet



**St. Thomas Aquinas College  
Student Government Association  
Romano Student Alumni Center – Rm 11  
845-398-4074 – Voice  
845-398-4151 – Fax  
[sga@stac.edu](mailto:sga@stac.edu)**

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## The Basics

All budget requests must be submitted to the SGA Executive Treasurer, in full, by the third week of each semester. To become more familiar with the process of submitting your budget request, please refer to page 4. You may also use the example form on page 5 as a guide.

Upon receiving your club, class, or organization's request, the Executive Treasurer will schedule a time for you to meet with the Budget Allocation Committee. Please ensure that you have entered a club member's (preferably the Treasurer or President) contact information into the Budget Request Form before submitting it so that this can be done promptly. A specific outline of the BAC and meeting process is given on page 3.

Once your budget has been approved, SGA will fund your events on a reimbursement basis. In order to be reimbursed, you must submit a Student Reimbursement form, with receipts attached, within a week of making your purchase. No forms will be accepted after the last week of any semester. An example reimbursement is provided for you on page 6.

All the necessary forms can be downloaded from the Student Activities website. PLEASE NOTE that all forms must be typed, not handwritten. You may choose to print your forms and submit them directly to the SGA Office, or to email them to the SGA.

Please read over all of the information in this packet carefully. We want to ensure that the budget allocation process is an easy one for your club, class, or organization.

Thank you  
- The SGA Executive Board

# Student Government Association

## Student Club, Organization and Class Budgets

### Budget Allocation Committee

There shall be a committee hereafter called the Budget Allocation Committee (BAC). They will evaluate all budget requests, allocations and reallocation before they can be brought before the Dean of Students (or designee) for consideration.

The SGA Executive Treasurer will chair the Budget Allocation Committee and be a voting member. There will be nine (9) additional members, they will consist of; The SGA President, all Class Presidents (excluding Freshman Class during the fall semester), the SGA Faculty Advisor, the SGA Advisor and two at-large students. At-large students shall be nominated and voted upon during the first SGA general assembly meeting of each semester.

Any BAC member who is a member of a club, class or organization or who may have bias related to a budget being considered by the Budget Allocation Committee cannot vote on any of those considerations and must abstain. The vote to abstain shall not constitute a “no” vote.

### Budget Approval

A completed budget packet must be submitted to the Office of Student Activities (Romano Student Alumni Center, rm. 10), no later than the third Friday of the current semester. All BAC hearings must occur within the first five weeks of the semester. In order for the Budget Allocation Committee’s hearing findings to be upheld, there must be at least 6 of the 10 members present to vote. The SGA Executive Treasurer & the SGA Advisor must be present for all BAC hearings.

All BAC votes are decided on a “majority rules” basis. Any ties will be decided by the Dean of Students or designee.

Budget Allocation Committee findings will be presented to the SGA General Assembly after their decisions has been made.

# Procedure for submitting a Budget Request

**Note: All student requests *MUST BE TYPED*. All others will be returned to the club, organization or class.**

The following procedure is required when submitting a budget for a student club, organization or class:

1. All budget requests must include the following:
  - a) An itemized list of operational costs, equipment expenses, property expenses, etc.
  - b) A breakdown of projected costs for club functions and when they will take place
  - c) A breakdown of convention expenses, day/overnight trips, and travel expenses
2. Clubs and organizations submitting their completed Budget Packets will be handled on a first come, first served basis. Clubs and organizations that do not have a complete budget packet will not be heard by the budget committee and will not be eligible to receive funding for that semester.
3. The name, address, and telephone number of a club/organization Board member must be included on the Budget Request Form. This person will act as the contact person in charge of all financial matters.
4. Any club or organization requesting funding by the SGA for a major project or event must list the following in their request:
  - a) The project title and purpose;
  - b) Members who are involved;
  - c) Schedule for the event (when, where, length, etc.);
  - d) Estimated expenses, and
  - e) Why the SGA should contribute funds to the event.
5. SGA checks will be written only to business organizations or to individuals representing verifiable business organizations.
6. Any club or organization planning a trip, attending a convention, or participating in any activity off campus grounds must complete and submit an Event Planning Form for each event.
7. All receipts from a funded event or activity **MUST** be received within one (1) week of the purchase, or the remainder of the organization's budget will be frozen pending missing paperwork.
8. No debts will be incurred or honored without prior approval of the Office of Student Activities and the SGA. (There will be **NO** unauthorized spending of SGA funds.)
9. No check requisitions will be accepted after the last week of any semester.

OFFICIAL USE ONLY:

SGA Treasurer: \_\_\_\_\_

SGA Advisor: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

# Budget Request Form

St. Thomas Aquinas College  
Student Government Association  
Romano Student Alumni Center – Room 11  
125 Route 340  
Sparkill, NY 10976

Organization Junior Class

Advisor Signature Anne Moore

Organization President & Contact: Susan Johnson, 845-555-8468, sjohnson14@stac.edu

Date of Request 9/16/10

**Please fill out a separate chart and explanation for each event. Attach additional sheets if necessary.**

**1. Event Pumpkin Decorating Event Date 10/10/10**

<i>Requested Items</i>	<i>Requested Cost</i>
Pumpkins (100 @ \$2.00 each)	\$200
Paint	\$25

Total Request \$225

How will this event benefit students and why will students attend?

Students will have the opportunity to decorate pumpkins in the fall spirit. We will provide this as a fun events for all students to attend free of charge and take part in during the day in the RSAC between classes. Students can use them to decorate their residence halls or their bedrooms at home.

**2. Event Junior Class Jam Event Date 11/8/10**

<i>Requested Items</i>	<i>Requested Cost</i>
2 \$25 gift cards to STAC Bookstore	\$50
10 Large Pizzas (approx. \$10 per pie)	\$100
Soda	\$25

Total Request \$175

How will this event benefit students and why will students attend?

This event will be for all juniors to come and learn what the class board has been doing and give suggestions and feedback. We will offer pizza and soda as an incentive for students to come and socialize and will raffle off the bookstore giftcards to those who participate.

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Total Request For All Events: \$400

**FOR OFFICE USE ONLY:**

Received: \_\_\_\_\_ by: \_\_\_\_\_

Processed: \_\_\_\_\_ by: \_\_\_\_\_

# EXAMPLE

## Student Reimbursement Form

**Name/ Payee:** JOHN SMITH

**Organization:** BIOLOGY CLUB

**Email Address:** JSMITH10@STAC.EDU

**Phone Number:** (845) 123-4567

**Home Address:** 5 MAIN STREET

**City:** ANYTOWN

**State:** NY

**Zip:** 10900

**Check one:**     Hold for pick up in Business Office

Mail Home

**Advisor's Signature:** Kathy Green

<b>Date</b>	<b>Origin of Receipt/ Expense</b>	<b>Description</b>	<b>Amount</b>
9-20-10	CVS PHARMACY	SODA FOR BINGO	\$20
10-4-10	STAC BOOKSTORE	PRIZES FOR FRESHMAN CLASS RAFFLE	\$40
2-17-10	4IMPRINT	T-SHIRTS FOR CLASS FUNDRAISER	\$100
<b>Sub-Total</b>			\$160
<b>Less Deductions</b>			
<b>Amount Due to Payee</b>			\$160

Please return this completed form with receipts attached to the SGA Office within one (1) week of the purchase.

No receipts will be accepted after the last week of the semester.

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