

S&A BOARD BUDGET REQUEST FORM

Registered Student Organizations (RSO) can request S&A funding for their events and activities. All students pay services and activities (S&A) fees to support co-curricular and extra-curricular opportunities at the college. You can find more information about the S&A Board [here](#).

Feeling confused on how to get started? See **Page 7** of this document for tips on writing and presenting your budget to the S&A Board.

BUDGET REQUEST SUMMARY

Budget Type	<input type="checkbox"/> Special Initiative (this year)	<input type="checkbox"/> Operational (next year)
Date Submitted		
Total Amount Requested		

RSO INFORMATION

RSO Name	
RSO Organization Number	
Coordinator Name(s)	
Coordinator Email(s)	

RSO Mission Statement:

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Please provide a description of your RSO, including brief history, membership, regular activities, special events, and more information that will help illustrate the impact on campus:

BUDGET REQUEST COMPONENTS

Please organize your budget request in the following four categories: **Leadership Learning Allotment, Goods & Services, Events, and Travel**. This document is to provide the narrative description of your request. For the budget amounts, you will complete the supplementary **Budget Workbook** (more details in the next section).

Leadership Learning Allotment

A learning allotment is available for RSOs to receive a twice-quarterly payment to make leadership learning more accessible. Each RSO is awarded one (1) learning allotment per quarter that is split among up to three (3) coordinators.

What learning allotment level are you requesting?

Level 1 (\$ 535.00) Level 2 (\$ 843.00) Level 3 (\$ 1,062.00)

Please provide a description of coordinator work, including the duties and time spent on RSO leadership:

Goods & Services

This category includes supplies and contractual services such as fees, subscriptions, and small equipment items.

Please provide a description of the supplies, equipment, and services you are requesting:

Please describe your plan to store, manage, and maintain the RSO equipment or supplies:

Events

Events can include RSO activity on campus that is above a regular meeting such as performances, lectures, assemblies, fairs, conventions, or competitions.

Please describe the event(s) you are requesting funding for:

Please attach a [Tentative Production Worksheet](#) for each event

Travel

Travel can include off-campus field trips, workshops, and conferences. All RSO travel requires a significant amount of processing time - see Travel Guidelines on the [Tentative Travel Worksheet](#) for deadlines.

Please describe the trip(s) you plan to go on:

Please describe how you will fundraise the 15% required for all RSO travel:

Please describe the process for equitably selecting which students will travel:

Please attach a [Tentative Travel Worksheet](#) for each trip

BUDGET WORKBOOK

Every budget request form must be submitted with a [Budget Workbook](#). This workbook clearly outlines the funding request levels and calculates the totals for your request.

SUBMITTING YOUR BUDGET REQUEST

Submit your completed budget documents via email to your advisor. Your advisor will review the budget information provided, give any edit suggestions, and provide comments. Your advisor will forward your completed budget request to the S&A Board.

Advisor Comments

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S&A Board Processing

This section is to be completed by the S&A Board Office Manager.

Action	Date	Initials	Notes
Budget Received			
Coordinator Contacted			
Hearing Scheduled			
Documents Uploaded to Teams			
Agenda and Documents Sent to Board Members			

NOTE: Save file as “[RSO Name] – S&A Board Budget Request Form [FY]” and place in the Teams channel **Tier 2 Budget Requests > Files**

S&A BOARD AWARD LETTER

This section is to be completed by the **S&A Board Office Manager** at the conclusion of the S&A Board deliberations.

Hearing Date:

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Motion & Stipulations

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Award Totals

Funding Category	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter	Total
<i>Learning Allotment</i>					
<i>Goods & Services</i>					
<i>Events</i>					
<i>Travel</i>					
Total Awarded					

RSO Finance Set-up Checklist

Account Listing Budget Load Copy Code Learning Allotment EPAF

HOW TO GET FUNDING FOR YOUR RSO

1. Write a budget request
2. Submit your budget request
3. Present your budget request at a hearing with S&A Board
4. Answer questions about your budget request
5. Receive a funded budget allocation
6. Spend your funding before the end of the academic year

Tips for Writing Budgets

- Generate ideas with your members
- Identify the events and activities that would support your goals
- Be realistic about what your RSO can accomplish in a quarter or year
- Research the pricing, ordering timeline, and/or storage of items
- Draft your budget request, workbook, and supporting info
- Check in with your advisor to finalize your budget request and workbook
- Submit your budget to your advisor
- **Important!** Check your email for communication from the S&A Board to schedule your hearing

Tips for Presenting Budgets

- Invite your members to attend the hearing
- Write an outline of key points you want to share with the Board
- Arrive 5 minutes before your scheduled hearing time – the Board has a tight agenda
- Focus on impact to the student body
- Elaborate on information in budget request packet – don't recite
- Be concise – under 5 minutes
- Be prepared and gracious during the question period – the answers may be obvious to you, but it is new information to the Board
- Do not interrupt the deliberation time
- Debrief after the hearing with your advisor to develop next steps