Requesting Money from the Student Senate in 4 Easy Steps

Contact …
Mariah Johnson (johnma08), the Treasurer of the Student Senate, to schedule a hearing before the Senate’s Budget Management Committee (BMC). Hearings are available in 15 minute intervals from 5:30 to 6:30 on Monday nights and are held in Science Center Room #153 (on the ground floor at the foot of the spiral staircase).

Create …
A brief proposal with a complete cost-breakdown of the event (s)/activity (ies) or items you would like your club to purchase. This proposal can be as simple as an Excel spreadsheet, which may look like the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food for meetings</td>
<td>$100</td>
</tr>
<tr>
<td>Door prizes</td>
<td>$75</td>
</tr>
<tr>
<td>Supplies</td>
<td>$82</td>
</tr>
</tbody>
</table>

At the top of the proposal should be:
- The club name
- Contact name for the club (typically the President or Treasurer)
- A brief description what the funding is being requested for.

Estimate the anticipated costs of each item to the best of your ability; unspecific proposals will be deferred to a later hearing.

E-mail…
Your proposal to the Senate Treasurer prior to your hearing, and place your club name, the words “budget proposal,” and the date, in the subject line of the e-mail. For example: College Republicans Budget Proposal December 1. If you are unable to e-mail this, you may make 9 copies of the proposal and bring them with you to your hearing. You DO NOT need to do both.
Show up...
To your hearing on time and be prepared to answer questions about your club and the specifics of the event/activity/items you are requesting funding for. While the Treasurer or President typically schedules and comes to the hearing, any numbers of individuals from the club are welcome to attend.

If your request is over $500.00 you will need to present your request to the full Student Senate, which meets immediately following the hearings at 7:00pm in CUB 260. For requests under $500.00, the BMC will evaluate your request and give you a decision after your presentation has ended.