

- I. Guidelines for Submitting Budget Proposals:**
- a. All budget proposals need to include the name of the organization, the names of all officers of the organization, contact info (email and phone number), the number of members of the organization, and a list of line items. Each line item in a budget proposal must be accompanied by a detailed description of the event and/or reason why funding is needed. A sample request can be found [here](#).
 - b. The SBA Budget Committee reserves the right to set global caps on costs for any type of line item, including but not limited to organizational meetings, publicity costs, speaker events, and happy hours. These caps may fluctuate from year to year depending on the amount of requests.
 - c. The term organizational meeting refers to the first meeting of a semester that is open to the entire school, generally used for recruiting or informational purposes. No other meetings throughout the semester qualify for SBA funds.
 - d. Publicity costs include copies and flyers, but not tickets for events.
 - e. Funding for multiple speaker events may not be combined into one without prior approval by the SBA Treasurer.
 - f. No tangible goods are to be funded by SBA - no gavels, sports equipment, wastebaskets, or any other non-perishable items.
 - g. No networking/career events are to be funded by SBA. This is because a) we have limited funds, and b) there are other avenues of funding such as the CSO for these types of events.
 - h. Expenditures that have already been made before the final SBA Budget has been approved must be included in budget proposals and flagged. It is possible and probably likely that most of these expenditures will be retroactively reimbursed as long as they follow past budgeting guidelines.
 - i. Any special requests must be sent to the SBA Treasurer before the budget proposal deadline.

The caps on event-types from last semester (Fall 2006) are posted below:

Community Service Events	\$100
Happy Hour	\$500
Movie Nights	\$40
Organizational Meeting	\$100
Publicity Costs	\$30
Speaker Events	\$150
Study Breaks	\$150

In order to obtain maximum funding for your events, please follow some of the previous years' best practices immediately below:

- Groups that send in detailed budget requests with confirmed events are much more likely to obtain funding than groups that do not
- Groups that send in their budget requests by the required deadline are also much more likely to obtain funding than groups that do not
- **Groups whose events were successful in the past are also much more likely to obtain similar amounts of funding for the same event this year**