

**Student Government**

**Club Budget Process Timeline**

**2011-2012**

<b>Club Budget Training:</b> 1. <b>Monday, March 12, 2012</b> 2. <b>Tuesday, April 3, 2012</b>	<b>Where:</b> 1. 6:00-7:30 Campus Center, Room 2610 (Bamboo Rm) 2. 6:00-7:30 Campus Center, Room 2650 (Bamboo Rm)
<b>Additional Assistance:</b> <b>March 19, 2012 to March 30, 2012</b> -Individual appointments with Carol Giuliano may be made between 10-3, Monday through Friday.	<b>Appointments may be made at the Club Center during the following hours:</b> Monday, Tuesday & Thursday 9-6 Wednesday 9-7 Friday 9-4:30
<b>Friday, April 6, 2011 before 4:30</b>	<b>Budget Proposals due:</b> Please submit: 1. An emailed copy to Sarah Griffith, Club Coordinator, Center for Campus Life, Campus Center Room 1629. 2. A hard copy to Carol Giuliano, Club Budget Assistant, Campus Center – Room 1617 at the Desk. Hard copy will be stamped with the date received and logged in order of receipt.
<b>Monday, April 9 – Friday, April 13</b>	<b>Initial screening of budget proposals begins.</b> <b>Note:</b> Budget proposals requiring further information or adjustment will be returned and an update will be due in one week's time.
<b>Monday, April 16 – Friday, April 20</b>	<b>Notification sent</b> to clubs confirming receipt of budget proposal and status. <ul style="list-style-type: none"> <li>• Final budget review by the SG Budget Review Committee</li> <li>• Budget allocations will be made at this time</li> <li>• Tier 3 Club Representative is invited to be present at their budget hearing. Requests should be made on the budget proposal that you submit.</li> </ul>
<b>Friday, May 4</b>	SG Senate votes on club budgets

**Final budget allocations will be placed in your Club mail folders as soon as this process is completed.**