

**Student Government**

**Club Budget Process Timeline**

**2011-2012**

<p>Club Budget Training:</p> <ol style="list-style-type: none"> <li><b>1. Tuesday, March 15, 2011</b></li> <li><b>2. Wednesday, March 16, 2011</b></li> </ol>	<p>Where:</p> <ol style="list-style-type: none"> <li>1. 6:00-7:30 Campus Center, Bldg 3, Room 101/1015</li> <li>2. 6:00-7:30 SAU, Bldg 4, Room 1829</li> </ol>
<p>Additional Assistance:</p> <p><b>Thursday, March 17 – Thursday, March 31</b> -Individual appointments with Merry Schading or Carol Giuliano during the hours of 9 – 4</p>	<p>Appointments may be made at the Club Resource Center during the hours from 10 – 7, Monday thru Thursday and Friday 10 – 4:30.</p>
<p><b>Friday, April 1, 2011 before 4:30</b></p>	<p><b>Budget Proposals due:</b></p> <p>Please submit;</p> <ol style="list-style-type: none"> <li>1. A hard copy to Ryan Giglia, Assistant Director for Campus Life Programs, Center for Campus Life, Campus Center Room 1629.</li> <li>2. A hard copy and email copy to Merry Schading, Campus Center – Room 1621. <ul style="list-style-type: none"> <li>- Hard copy will be stamped date received and logged in order of receipt.</li> <li>-Email copy must indicate 4/1/11 date and received before 4:30 p.m. (mlw0137@rit.edu)</li> </ul> </li> </ol>
<p><b>Monday, April 4 – Friday, April 8</b></p>	<p>Initial screening of budget proposals begins.</p> <p>Note: Budget proposals requiring further information or adjustment will be returned and an update will be due in a week's time.</p>
<p><b>Monday, April 11 – Friday, April 15</b></p>	<p>Notification sent to clubs confirming receipt of budget proposal and status.</p>
<p><b>Monday, April 18 – Friday, April 22</b></p>	<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>
<p><b>Friday, May 6</b></p>	<p>SG Senate votes on club budgets</p>

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