

**Student Government**

**Club Budget Process Timeline**

**2011-2012**

<p>Club Budget Training:</p> <ol style="list-style-type: none"> <li><b>1. Monday, March 12, 2012</b></li> <li><b>2. Tuesday, April 3, 2012</b></li> </ol>	<p>Where:</p> <ol style="list-style-type: none"> <li>1. 6-7:30 p.m. Campus Center. Bldg.3, Room 2610</li> <li>2. 6-7:30 p.m. Campus Center, Bldg.3, Room 2650</li> </ol>
<p>Additional Assistance:</p> <p><b>March 19, 2012 to March 30, 2012</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 6, 2012 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 Sarah Griffith, Club Coordinator, Center for Campus Life, Campus Center Room 1629.</li> <li>2. A hard copy and email copy to Merry Schading, Financial Coordinator, Center for Campus Life, Campus Center Room 1629.</li> </ol> <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 4/6/12 date and received before 4:30 p.m. (mlw0137@rit.edu)</li> </ul>
<p><b>Monday, April 9 – Friday, April 13</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 16 – Friday, April 20</b></p>	<p>Notification sent to clubs confirming receipt of budget proposal and status.</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 4</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.**