**Student Government**

**Club Budget Process Timeline**

**2011-2012**

|  |  |
| --- | --- |
| **Club Budget Training:** 1. **Monday, March 12, 2012** 2. **Tuesday, April 3, 2012** | **Where:** 1. 6:00-7:30 Campus Center, Room 2610 (Bamboo Rm) 2. 6:00-7:30 Campus Center, Room 2650 (Bamboo Rm) |
| **Additional Assistance:** **March 19, 2012 to March 30, 2012** -Individual appointments with Carol Giuliano may be made between 10-3, Monday through Friday. | **Appointments may be made at the Club Center during the following hours:**  Monday, Tuesday & Thursday 9-6  Wednesday 9-7   Friday 9-4:30 |
| **Friday, April 6, 2011 before 4:30** | **Budget Proposals due:** Please submit 2 hard copies at the Club Center Desk: 1. A hard 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.  Hard copy will be stamped with the date received and logged in order of receipt. |
| **Monday, April 9 – Friday, April 13** | **Initial screening of budget proposals begins**. **Note**: Budget proposals requiring further information or adjustment will be returned and an update will be due in one week’s time. |
| **Monday, April 16 – Friday, April 20** | **Notification sent** to clubs confirming receipt of budget proposal and status.   * Final budget review by the SG Budget Review Committee * Budget allocations will be made at this time * Tier 3 Club Representative is invited to be present at their budget hearing. Requests should be made on the budget proposal that you submit. |
| **Friday, May 4** | SG Senate votes on club budgets |

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