

2010-2011 BUDGET REQUEST QUICK-GUIDE

Updated: 2/9/10

Home Alumni and Friends
You are here: Campus Life > C
Student Senate
Senate Home
• Welcome
• Election Materials
• About Us
• Join Group
• More Together
• Group Budgets - 2009-2010 Academic Year
• Upcoming Events
• Student Senate Documents
Upcoming Meeting
Groups and Organizations
Meet the Senate
Executive Board
Special Graduate Trustees
VP and Dean of Students
Budget Hearings
Quick Links

Dates to Remember

Budget requests should be submitted online by **Wed. March 24th at 5pm.**

Each group needs to meet individually with the Budget Committee after submitting their annual budget request. Taking place the **week of March 29th**, sign-ups for these meetings will be available at the March 23rd C.S.O. meeting.

Budgets will be presented to the Student Senate on **Wed. April 7th** and **Wed. April 14th** at their weekly meetings. *These meetings will take place in the Dahm Heritage Room of Pickard Commons.*

Select the *Budget Hearings* tab.

Use this checklist to make sure your group completes all necessary steps.

Budget Hearings

2010-2011 Budget Request Form

Welcome to the Student Senate's 2010-2011 Budget Request Portal! All groups are required to submit their budget requests for the 2010-2011 academic year through this system. For assistance in selecting appropriate budget categories, please reference the "Budget Categories and Definitions" handout available to the right.

Instructions: For each line item in your budget, you must select the appropriate budget category and enter the amount you wish to request. There are a total of 15 request lines listed below. If your group does not need to use all 15 lines, simply leave the category selection to its default setting (54002 Equipment Maintenance) and the amount portion blank. When you are finished, please hit the "Submit Request" button.

Please enter your group's name:

Line 1:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 2:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 3:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 4:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 5:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 6:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 7:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 8:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 9:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 10:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 11:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 12:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 13:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 14:	54002 Equipment Maintenance	Amount:	<input type="text"/>
Line 15:	54002 Equipment Maintenance	Amount:	<input type="text"/>

2010-2011 Budget Checklist

- **Review your group's spending:** Did your group have funds that went unused during 2009-2010? Are there more efficient ways to use funds?
- **Plan for the year ahead:** Are there areas where you need more/less money? Are there new items that you can add to your budget this year?
- **Submit your budget request ONLINE:** Submit your group's 2010-2011 budget request online using our online form to the left.
- **Schedule a meeting with the Budget Committee:** Set up a time to meet with the 2010-2011 Budget Committee. It is recommended that each group's President and/or Treasurer meets with the Committee.

Budget Helpdesk

2010-2011 Budget Help
Use the below document to help select the appropriate budget categories when planning your group's 2010-2011 budget.
[Budget Categories & Definitions \(.pdf, 35K\)](#)

2009-2010 Group Budgets
For reference only. Use this Microsoft Excel worksheet to view what your group requested in your budget **last year**.
[2009-2010 Group Budgets \(.xls, 593K\)](#)

[Go to Main Screen](#)

Use this form to select appropriate budget categories.

Use this document to reference your budget from last year.

Fill out this form and submit your group's budget request **ONLINE** here.

