



MBA & MS Student Association
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Date: September 16, 2008
To: All Student Organizations
From: Finance Department, MBA&MS Student Association
Re: Student Organization Budget and Event Calendar Proposals

In an effort to ensure that your organization is able to have all its financing needs met, please review the following guidelines for funding by the Student Association. Reasonable planning allows the Student Association, and the University to approve all potential events. We understand that unforeseen events may arise through the year, so it is advised to include a discretionary budget for these events.

1. Pre-Semester Budget Requirements

- a. All organizations must submit a budget proposal to the Finance department of the Student Association by August 1st. This deadline will be extended to September 22, for the 2008-2009 academic year. This proposal must include a list of all events held by the organization, with expected costs, vendors to be used, as well as the benefit that it will bring to your organization.
- b. Any events that arise through the year, that were not included in the initial budget proposal, must have a written request submitted 3 weeks prior to the event for approval. This ensures adequate time for approval by the Student Association as well as the University. The cost of these events will be deducted from the discretionary budget included in the budget proposal.

2. Pre-Semester Event Calendar

- a. All organizations must submit a proposed semester calendar three weeks prior to the start of each semester. This deadline will be extended to September 22, for the 2008-2009 academic year. While this calendar should not be a final version, it should be a reasonable representation of the scope and frequency of organizations events.