



2024-2025 Budget Request Instructions

Please read the following presentation carefully, as it has important information regarding the budgeting process



Section 1: Club Information

- All clubs must fill out this section completely
- Write your responses directly next to the text in each line item
- Lines 1-8: Input the information asked for by the form line by line
- Line 9: Select the box that reflects the budget status your club retains. Note that this is the number of years since your club's recognition date
- Line 10: Enter the number of club members your club has as of filling out the budget form
- Line 11: Enter the average number of events your club holds per year
- Line 12: Input your previous 2023-2024 budget request
- Line 13: Input your current 2023-2024 budget allocation
- Line 14: If your club wishes to waive its budget (your club does not need funding), then check the box



Section 2: Planned Event Information

Instructions:

- All clubs must fill out this section completely
- Line 15: Input your club's estimate for the number of events you will hold during the 2023-2024 budget year
- Lines 16-20: Input the name of each event that your club plans to hold. Please note if you do not use up all the lines because you hold less than 5 events each year, that is completely ok. If you host more than 5 events during the year, pick the 5 most major events your club hosts
- Line 21: Input the number of events from lines 16-20 that would require Student Senate funding
- Clubs that selected year 3 or year 4+ on line 9 are required to fill out this section of the form completely.
- Clubs that selected year 1 or year 2 can skip to the attestation section of this form
- Lines 22-26: Input the total estimated cost for each event you listed previously. Please relist these events in the order you had entered them in section 2
- Line 27: Enter the total of lines 22-26. This is your total programming line budget request
- Line 28: Enter your club's estimated non-programming costs for the next fiscal year (recruiting, advertising, or any other category(ies) that your club needs funding for. These are non event non-programming costs!)
- Line 29: Enter your total budget request for the 2023 -2024 fiscal year



Section 3: Attestation Information

Instructions:

- All clubs are required to fill out this section completely
- Lines 30-33: Please sign off with the initials of the main form completer next to each attestation line
- Please note that if your club is asking for more than \$1,000, a presentation to the Treasury Committee will be required. During this presentation, it is expected that your club gives an in-detail breakdown of each event's programming costs, and all costs that your club incurs that are not programming
- With the number of Student Senate recognized clubs increasing almost every week, it is important to remember the budget does not increase as the number of clubs increases. This means that **every club WILL NOT get exactly what they ask for** and could see decreases in their budgets from years past. All clubs are more than welcome to voice their concerns regarding their budget allocation to Student Senate once the allocations are released. However, in order to be fair to all clubs, it is asked that you do this only if your club sees a serious shortfall in funding (which could be a mistake by the Treasury), or your club was not included in the budget. Other budget concerns will be reviewed by the Speaker of the Assembly to determine if a club's budget concerns warrant an appeal to Senate



Submission Information

- Once you have completed the budget form, send it via email AS A PDF to dot@rhodysenate.org, subject line “Club Name, 2024-2025 Budget Request”
- Please name your budget request document as “Club Name_BudgetRequest_2425”
- The email sent will contain the budget request sheet as a PDF. Please open it as a Google Doc, fill it out, download it as a PDF, and email it to dot@rhodysenate.org.
- For clubs requesting between \$251 and \$1,000, please submit a separate PDF document to your budget request email with a brief explanation for your budget request, where the money is going and how it will be used. A few sentences should suffice.
- For clubs requesting over \$1,000, after submitting your budget request to the DOT, please fill out the Google Spreadsheet (which will be sent out within the next week after forms start to roll in) to schedule time for your budget presentation (locations TBD)
- For clubs requesting the standard financial packages, you do NOT need to fill out the spreadsheet
- **FOR ANY AND ALL QUESTIONS, PLEASE EMAIL DOT@RHODYSENATE.ORG**