

SBA Annual Funding Request Procedures

March 14, 2008

Dear Student Org Leaders:

In order to provide each organization with an annual budget from the Student Bar Association, I have set out the steps below on making such a request for the 2008-09 school year. Please read the instructions carefully, and feel free to contact me if you have any questions or concerns.

Thank you.

Paula Holt
SBA Treasurer 2007-08
sbatreasurer@law.du.edu

STEP 1: Fill Out the "Annual Budget Request Form" attached to this email. It can also be found on the SBA website at <http://law.du.edu/studentOrgs/sba/committees.cfm>.

STEP 2: The SBA Finance Committee will consider each request based on the below guidelines to ensure all organizations will be treated fairly.

- In calculating your budget, we will consider the following:
 - Annual Budget Request form,
 - Financial history of the organization (past two years of Annual Requests and amount of requests in 07-08 – *these do not have to be provided as I have copies of them all*),
 - Fundraising efforts over the past two years,
 - Guidelines found in the By-laws of the SBA, and
 - Guidelines as decided by the Finance Committee
- Organization sponsored "weeks" - up to a certain cap as decided by the Finance Committee
- Office Supplies - up to a certain cap as decided by the Finance Committee
- General Meetings (as stated in the SBA By-Laws) ~ dependent upon size of organization, max of 3 meetings funded per year
- No speaker events or travel requests will be considered in the annual budget - there are separate funds available for these type of requests throughout the year.
 - (Panels are considered speaker events)
- No gifts for speakers
- No fundraising events

(Please be sure you adhere to these as precisely as possible, or requests may not be considered)

STEP 3: Submit completed request form to sbatreasurer@law.du.edu by Friday, April 4th at 11:59 p.m. (It MUST be turned into this email address or the request will not be considered)

STEP 4: The SBA Finance Committee will present a recommendation for each organization's annual budget to Senate on Monday April 14th who will then vote to present it to the 08-09 Senate. Once passed, the Finance Committee will email each organization as to their allotment.

* Please note once this budget allocation is passed by this year's senate, it must also be passed by next year's incoming senate. Therefore, allocations made this spring are subject to alteration come August.

** Annual budget allocation appeals must be made to next year's senate when they are finalized. Transfers occur at the beginning of the Fall semester in August.