

**SBA FUNDING INFORMATION**  
**AUGUST 21, 2007**

*Finance Committee meetings will be held:  
Wednesdays, from 12:15-1:15 in room TBD*

**Steps to get Fund Requests:**

1. Upload request forms online via: [http://www.law.du.edu/stuaffs/sa\\_forms.cfm](http://www.law.du.edu/stuaffs/sa_forms.cfm)  
Be sure to select the correct form (i.e. travel, speaker events, general)
2. Fill out *completely* and send to Paula Holt (SBA Treasurer) by Monday at 5:00 to be considered at that week's finance committee meeting. All requests not in by Monday will not be considered until the following week.  
\*\* You must provide your student org's account number and balance. If you do not know this information, you may email Kim De Longchamp to request a balance report at [kdelongchamp@law.du.edu](mailto:kdelongchamp@law.du.edu)
3. Also give a signed copy (by President(s) and Treasurer) to Paula Holt before the finance committee meets on Wednesday at 12:15.
4. If possible, attend the finance committee meeting in order to potentially answer any questions the committee members may have regarding your request.
5. You will then receive an email following the meeting with the recommended amount, which will be presented to SBA during the next senate meeting.
6. The senate will vote on an amount and you will receive a second email as to the allocated funds you will receive.
7. Funds will then be transferred into the student org account

\*\* *Fundraising Seed Money* – SBA holds a certain amount in our budget to provide student orgs with money to be able to pay for the set up of a fundraising event.... This money is allocated on the contingency that it will be returned to SBA

\*\* A student org may also request funds from the Dean's Suite and/or Career Services, SBA is not the only avenue \*\*

Questions may be directed to Paula Holt at [pholt09@law.du.edu](mailto:pholt09@law.du.edu)