

SBA Funding Information Updated August 2013

Finance Committee meetings held Mondays, from 12:00-1:00. Contact SBATreasurer@law.du.edu for details.

Steps for Fund Requests:

1. Download the appropriate travel request form, complete the form, and submit it to SBATreasurer@law.du.edu **AT LEAST TWO (2) WEEKS PRIOR** to necessary receipt of funds.
 - a. Forms are found at:
<http://www.law.du.edu/index.php/studentorgs/s-z/sba/sba-committees>
 - b. The more information provided, the more likely your request will be approved. (i.e., detailed description of event, detailed cost breakdown, purpose, etc.).
 - c. Travel **cannot** be funded by club funds. A separate travel request must be submitted.
 - d. Speaker event request forms are encouraged for special events, especially where clubs are co-sponsoring. These funds are separate from club/organization budget funds.
2. If possible, attend the Finance Committee Meeting in order to potentially answer any questions the committee members may have regarding your request.
3. You will then receive an email following the meeting with the recommended amount, which will be presented to SBA during the next senate meeting (Wednesdays, 4:30-5:30 PM).
4. The senate will vote on the amount and you will receive a second email as to the allocated funds you will receive.
5. Funds will then be transferred into the student organization account.

** A student organization may also request funds from the Dean's Suite and/or Career Development. SBA is NOT the only avenue. **

Questions may be directed to SBATreasurer@law.du.edu.