

## Electronic Budget Request Instructions

All budgets must be submitted electronically through our Excel budget request spreadsheet. To complete the budget request form visit the forms section of our website at <https://sunyorange.edu/csi/forms.html>

This budget request is for the ENTIRE academic year – fall and spring semester. Please request funds accordingly.

Complete each section of the budget request based on category. Please include as much detail as possible. If you do not need to request any money in that category (i.e. Refreshments) leave it blank.

To complete the spreadsheet:

- Double click on the excel box you wish to type in.
- DO NOT DELETE ANYTHING THAT IS ALREADY ON THE SHEET
- Move the cursor to the available space within the box and begin to type your budget request details as instructed on the sheet. Please list the amount
  - Tip – anytime you want to use the “enter” button to create space between lines, type ALT+ENTER
- For multiple requests per category (i.e. multiple campus events)
  - Number each event so we can make a distinction between them in each column. To do this type the following for the Name, Purpose, and Date of the event (see image below)
    - 1) Event title #1
    - ALT + ENTER (this will allow you to create a new line within a box for each event)
    - 2) Event title #2
    - ALT + ENTER
    - 3) Event title #3
  - For the remaining details in each excel box of that category, correspond the details for each event by numbering each description matching the event number. Be sure to list the amount you are requesting for each element of the event (or any other category you are typing in).
    - 1) Event title #1 refreshments – Amount \$\$\$
    - ALT + ENTER
    - 2) Event Title #2 refreshments – Amount \$\$\$
    - ALT + ENTER
    - 3) Event Title #3 refreshments – Amount \$\$\$
  - Repeat this for every sub category in the column. You may write N/A if you are not requesting money for that section.

<b>Campus Wide Events</b>	
<i>Please include as many details as possible</i>	
<b>Event Name/Description</b>	1) Business Fashion Show - teach students how to dress professionally and network 2) Etiquette Dinner
<b>Event date and location</b>	1) Second Week of November 2) First Week of April, Cosmo's
<b>Refreshments</b>	1) Subway platter and drinks - \$250 2) Sit down meal \$45 per person x 30 = \$1350 3) <del>Subway platter and drinks</del>
<b>Speakers/Movie/Performance</b>	1) Local shop owners to come in and speak about clothes and business 2) N/A
<b>Materials (Decorations, event supplies, etc)</b>	1) Backdrop for runway \$50, Clothing from Thrift stores \$100 2) Prizes for Raffle \$50
<b>Marketing Plans</b>	1) Large posters, individual handout flyers, marketing in class, Wear business clothes to hand out flyers 2) Grapevine, word of mouth, posters/flyers with registration info
<b>Other Associated cost</b>	1) Compensation for Electrician on Site
<b>Amount Requested</b>	\$2,700
<b>Amount Allocated</b>	\$

- At the bottom of each category, there is a section for Amount Requested
  - Write the TOTAL amount for the ENTIRE category in the excel box with the dollar sign (\$). Leave the amount allocated box BLANK. This is where Senate will type in how much money your club is approved.

Once you have completed your budget request, e-mail [adriennevictor@sunyorange.edu](mailto:adriennevictor@sunyorange.edu) the excel sheet along with any supporting documentation that will help Senate to more easily approve your budget and offer us insight into what your club wants to do for the academic year!

Student Senate will e-mail you your approved allocated money for the academic year. You may request an appeal within the deadline if you feel your budget has not been fairly determined.

After your budget has been finalized, you will receive viewing access to a Google sheet that the CSI office uses to track your budget. Here you can see what you have spent, what you have left, and if any line transfers have been established.

## Club Budget Caps

Please remember that these are guidelines approved by the Senate for each club's budget request. Funds can only be used for current students and may not be used to cover academic costs. Due to budget restrictions, clubs may not receive all requested funds. Any expense not covered by the senate approved budget may be paid for with club funds out of the club fundraising account.

### Trips/Conferences: Cap \$3000

- Hotels
  - Clubs may request hotels based on [GSA's daily lodging rates](#)
- Personal cars
  - Students using their own personal cars as a mode of transportation may be reimbursed at the NYS mileage reimbursement rate
- Van Rental
  - Students wishing to rent a van as their mode of transportation must have club advisor serve as driver over the age of 25 years old with a clean driving record. The vans must be rented through the Center for Student Involvement. See Enterprise for van rental prices.
- Bus Rental
  - A bus may be requested for a trip that includes 20 or more students. Recommended companies include West Point Tours and Hudson Valley Charter

### Apparel/Club Gear: Cap \$1000

- Clubs may request up to \$1000 in apparel. Any remaining purchases must be fundraised
- Student Senate does not sponsor pins for pinning ceremonies as they feel those should be supplied by the department, but they will financially assist in sponsoring the event itself if deemed appropriate.

### Chapter Dues: Cap \$500

- Clubs may request chapter dues related to their club's mission so long as they are not something meant to be covered by an academic department or required for students to complete their degree.

### Equipment: Cap \$2000

- Clubs may request up to \$1000 for essential equipment for the club. Any equipment purchased for the club must be purchased through the Center for Student Involvement and used solely for the club. All equipment purchased is considered school property and must be returned to the Center for Student Involvement in the event of the dissolution of the club. Any equipment purchased must be stored in the SSC basement or by the club advisor.

### Club Only Events: Cap \$500

- Clubs may request around \$500 per year for club only events. The club must show in the budget proposal how the event is related to club activities and how the cost is justified, and the club

must have at least 7 members present for any speaker. A paid speaker can be a member of the club, advisor, or a member of the SUNY Orange faculty/staff

Campus Wide Events: No cap set

- Students may request funds for campus wide events. These events must be advertised through the Center for Student Involvement and open to all students. These campus wide events may be hosted by multiple clubs, but each club must request what part of the event they are budgeting for and specify what clubs they are working with.

\*Note that the cap does not mean clubs are guaranteed that amount. It means you are welcome to request that maximum amount. Student Senate will review and determine the appropriation of funds.

Please direct any questions to the Center for Student Involvement or to any Student Senator.