

GSEHD Student Association (SA)**Budget Request Guidelines**

The GSEHD Student Association recognizes that all sub-organizations play a vital role in creating an inclusive and positive experience for all students. The purpose of the following allocation process is to provide recognized sub-organizations with sufficient funding assistance to facilitate a positive experience for all students. The Student Association Board is the group responsible for the allocation process of sub-organization funding.

Sub-organizations may request money through annual or semesterly budget requests. Requests will be reviewed and approved by the Student Association Board. The board will meet on a monthly basis to review any budget requests. For more information on the meeting specific dates/times, please refer to the Student Association website.

Funding distributed by the Student Association **must** be used to create positive experiences for all GSEHD students. Any funding requested by sub-organizations must be open to all students of GSEHD. The GSEHD Student Association recognizes that all registered GSEHD students pay \$16.50 per semester to GSEHD SA.

Therefore, the Student Association Board seeks to create an inclusive and positive experience for all GSEHD students by allocating student money for student programming.

General Appropriations Policies:

- All of the required information on the request forms must be handwritten neatly or typed.
- Any funds requested from GSEHD SA requires that all GSEHD students be invited.
- Requests for funding must be submitted to the SA Board within a week prior to the scheduled date/time of the budget hearing.
- The Student Association Board reserves the right to reject a budget request if it does not meet the mission/vision statement of the association. Sub-organizations do reserve the right in receiving written notice from the board about any budget requests rejected.
- The Student Association Board reserves the right to withhold funding if sub-organizations are found missing funds for purposes other than what was approved.
- A minimum of one board member of the sub-organization requestor is required to be present during the hearing. At the hearing the Student Association Board will deliberate on the requests. Questions may be asked at the time of the hearing to the sub-organization member/representative. Absolutely no budget requests will be approved without the presence of a member of the sub-organization requesting funding.

All budget requests must be submitted in .pdf format to: gsehdstudentassociation@gmail.com
For any questions or concerns, please direct them to: gsehdstudentassociation@gmail.com
or contact a GSEHD SA Board Member directly.



GSEHD Student Association
Budget Request Cover Sheet

Sub-organization Name: _____
Requestor Name: _____ Date of Submission: _____
Requestor Email: _____
Requestor Phone Number: _____

Item #	Event/Item Name	Amount Requested (\$)	Amount Allocated (for official use only)
Total			
Total:			



Event Item Request

Event/Item #: _____ of _____

Name of Event/Item: _____

Date/Time: _____

Location: _____

Purpose of Funds: _____

Description/Goals: _____

Event/Item Request Breakdown

Item Name	Quantity	Cost	Allocated (for official use only)
Total Event/Item Cost			



Total Event/Item Cost:			