

Budget Request Guidelines

Student Association budget requests allow groups on campus to develop events and opportunities that support and promote student quality of life on and off campus. Generally, requests over \$2000 are automatically considered budgetary items.

Who can submit a Budget Request?

Any student who has the support of a faculty, college staff, or Student Association Executive member, or any student acting on behalf of a recognized Club or Committee, or any faculty member or administrative staff member of the college, may submit a Budget Request for consideration.

What can the Budget Request be for?

The Budget Request is to help fund proposals for events, activities, competitions, and conferences. SA Funding is meant to enhance extracurricular learning opportunities in ways that support the goals of our organization. Budget Requests can also be for Capital and equipment improvements for non-academic student use on campus (ie: common microwaves). Budget requests for curricular events, graded projects, or other activities that contribute directly to a student's academic grade may not be considered for funding.

When is the Budget Request Form due?

The Budget Request form is due by January 29, 2017 at 4pm. Any submissions received after will not be considered for the 2017-2018 budget.

Note: If the due date is missed, a funding request may still be submitted for consideration, but may not be considered until after the budget for the year has been approved.

What information should I include?

A **budget** for the event and exactly what the Student Association is being asked to fund *needs be enclosed* with the form. Information relevant to the event and how it relates to the Student Association's goals is should also be included.

End goals of the Student Association

The purpose of the SA funding is so that:
Student (quality of) life is improved, both on and off campus in a manner that represents good value for money (or at a justifiable level of cost efficiency) specifically through:

- Engagement of students.
- Support of students.
- Student enjoyment of the college experience.
- Issues and opinions of students being heard.

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The Budget Request Process

1. **Complete the Budget Funding Request Form, along with your budget and submit the form by January 29, 2018 at 4pm.**
2. **The Budget Funding Request Form is analyzed for compatibility with the basic approval criteria.**
 - Is the request regarding an event, activity, competition, or conference?
 - Does the request meet the End Goals of the Organization?
 - Is there funding available for the request?

All three questions must be answered in the affirmative for the request to proceed to the next step. If one of the questions cannot be answered affirmatively, the request will be denied with explanation.

3. **The request is weighted according to several factors, including but not limited to:**

Cost, cost per student, number of students affected, appropriateness of the request, level of work required by the organizers, whether the request has alternative sources of funding, and the level of insurance risk to the Student Association and St. Lawrence College.

At this point, additional information or an in-person meeting may be requested for better evaluation of the request. If the event is proven to be too costly, inappropriate, too risky, etc. the request may be denied with explanation.

4. **Those who submitted the request will receive the SA's decision on their requests by approximately April 15, 2017.**
5. **Reimbursement - IMPORTANT: The Student Association reimburses the cost of approved requests after receiving receipts/invoices. No funding will be paid out in advance.**
 1. Complete the SA Funding Request Reimbursement form. Attach copies of all applicable receipts/invoices to the form. This form is located on the SA Website: www.saslc.ca/resources/
 2. Submit the completed form to the SA Front Desk, Attention: Manager, Student Affairs.
 3. The reimbursement will be reviewed and completed within five (5) business days (unless otherwise notified).

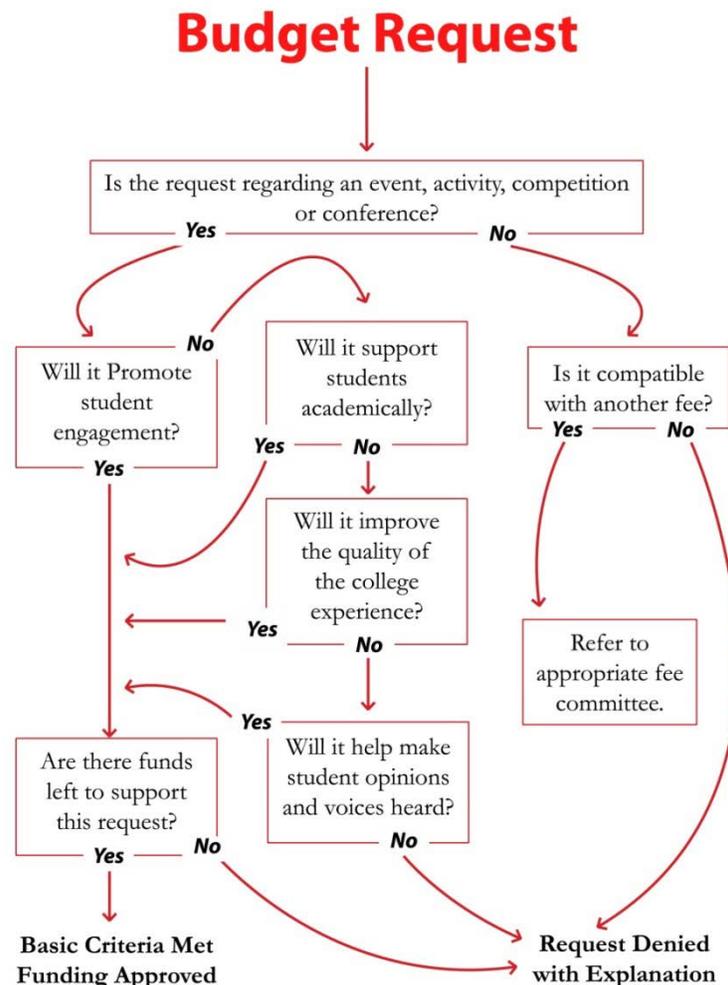
6. Funding Outcomes Reporting

Those requesting funds from the Student Association must clearly detail their plans for reporting on the outcomes of the activities SA funds are supporting. This may include:

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- A presentation to the activity’s stakeholders.
- Photographs with explanations and/or descriptions.
- Detailed documents or reports.
- A blog or article made available for public viewing (preferably SA website or SA Voice Publication).
- Any other easily consumed media sharable in digital format.
- Any reasonable combination of the above.

Please note: this should include the number of SLC Students directly involved or affected. It will be the responsibility of those receiving funding to ensure the outcomes of activities are documented and made available to the Student Association within six (6) months of the activities’ completion. *To ignore this policy may negatively affect the likelihood of the same group receiving requested funds in the future.*



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