

Student Association Budget Process

Purpose: To inform students of the process used to financially support student activities.

At registration a Student Activity Fee is charged to every student enrolled in credit classes. The funds collected through this fee are given to the Student Association to allocate in support of student activities. All officially recognized student organizations may submit a budget request to the Student Association Financial Affairs Committee.

The annual budget process begins in February to request funds for the following fiscal year from July 1 to June 30. Additional budget requests may be submitted throughout the year for new clubs or additional activities not previously submitted.

1. Annual budget request forms are distributed at the February Student Association Advisory Council meeting. Additional forms will be available in the Student Life office. Included with the Budget Request should also be included any information that you feel would better enable the financial committee to review your request.
2. Completed budget request forms are due at the March Student Association Advisory Council meeting. At that time, each club will have the opportunity to schedule a time for their budget hearing with the financial committee.
3. At each budget hearing, representatives from each club will have the opportunity to explain the budget request and the proposed activities. The members of the financial committee may ask questions in regards to the details of the proposed activities.
4. The budget is submitted to the Dean of Student Services for approval after the Student Association approves the complete budget.
5. Student organizations receive final approved budget requests in May.

Criteria for allocations

The Student Association Financial Affairs Committee considers the following criteria when reviewing budget requests:

- Attendance at Advisory Council Meetings
- Ability to present knowledge of activities planned
- Number of ***active*** members in club
- Success of activities held during current year
- Number of participants in those programs
- Number of students who will benefit from proposed activity
- Educational, social, cultural or recreational value of programs
- Fund raising activities planned by club
- Fiscal efficiency of the organization

**Anne Arundel Community College
Student Association Financial Affairs Committee
Budget Request Form**

Organization: _____
Activity Proposed: _____ Activity Date: _____

Expenses	Item @ per unit cost	Amount Requested	Amount Approved
1. Conference/Meeting Registrations	_____	_____	_____
2. Contracted Services			
Speakers	_____	_____	_____
Entertainment	_____	_____	_____
Other (be specific)	_____	_____	_____
	_____	_____	_____
3. Membership Fees	_____	_____	_____
4. Travel Expenses			
Lodging	_____	_____	_____
Airfare/Mileage	_____	_____	_____
5. Membership Recruitment	_____	_____	_____
6. Advertising/Publicity	_____	_____	_____
7. Other	_____	_____	_____
<u>Total Expenses</u>	_____	_____	_____
Less Income	_____	_____	_____
<u>Total Income</u>	_____	_____	_____
Allocation Request		_____	_____

Organizational President

Faculty Advisor

Explanation of Budget Request Form 1020B

The Financial Affairs Committee of the Student Association of Anne Arundel Community College has designated form code 1020B to be the standard Budget Request Form. This list has been compiled as an aid in preparing your budget requests. Please read the following carefully as you prepare your budget.

Please use a separate form for each type of activity. For example, if you plan to bring in four guest speakers during the year, you can put that all on one form. Other activities would go on a separate form. Please give as many details as possible.

Category Descriptions

- Activity Proposed: Tell us what your activity is.
- Explanation: ***Typed*** detailed explanation attached with each activity. For events...Why, Where, When, Who, How? Etc...
- Conference/Meeting Registrations: If you plan on attending any conferences, seminars, etc related to your club, you generally have to pay a registration fee. The number of attending members and costs should be detailed here. Note that SA will only approve participation costs for members, not guests.
- Contracted Services: Guest speakers, entertainment. See someone from CAB for ideas.
- Membership Fees: We will pay *half* of your affiliated organization membership fees.
- Travel Expenses: Transportation, Lodging. Fuel reimbursement by federal standards (aka college policy) is \$.51/mile. Also, college vans are available for local travel at no cost.
- Membership recruitment: candy, promotional items, etc. up to \$75 per semester
- Advertising/Publicity/Promotions: posters, invitations, photos, videos, slideshows
- Other: If your item does not fit any of the specified categories, list in detail here.
- Total Expenses: Total the amount that you have requested here.
- Income: From fund raising, or admission to scheduled activities (operas, dance, etc)
- Allocation Requested: Total Expenses – Total Income = Total Allocation requested.

Budget Requests are due Monday, March 7. They can be submitted to Chris Storck in SUN 205. Any questions, call Chris at 410-777-2219 or cmstorck@aacc.edu

**Student Association
Club/Organization Information Page**

- Club/Organization Name:

- Club/Organization Advisor

- Club/Organization Officers:

How many members are students of Anne Arundel Community College? _____

Average meeting attendance _____

- Club/Organization Members:
