



STUDENT ASSOCIATION, UNIVERSITY AT ALBANY

Campus Center 116, 1400 Washington Ave, Albany, New York, 12222

www.albany.edu/studentassociation sa@albany.edu

Phone: 518-442-5640 Fax: 518-442-5641

APPROPRIATIONS COMMITTEE

Student Association Senate

Student Association, University at Albany

Special Budget Request New and Unfunded (0216)

On a separate typed sheet please provide the following information in this order:

1. **Group Name** (As approved by the President)
2. **Is this the first or second semester you are applying for Student Association funding?**
 - a. **If second, what is your Group Department Number?**
3. **Date group was first recognized (Month/Day/Year)**
4. **Date this request is being submitted (Month/Day/Year)**
5. **Contact Information:**
 - a. **Primary Contact (ex: President)**
 - i. **Title**
 - ii. **Phone Number**
 - iii. **E-mail Address**
 - b. **Secondary Contact (ex: Treasurer)**
 - i. **Title**
 - ii. **Phone Number**
 - iii. **E-Mail Address**

*Please see back of sheet

FOR OFFICE USE ONLY BELOW THIS LINE

Received by: _____

Date: _____

Time: _____

Initials: _____

Permanent Recognition on file: _____

Constitution on file: _____

Group Registration Form on file: _____

(Provide Date Stamp Here)

Attention Administrative Assistant: Please fill in the above and place in the mailbox for the Appropriations Chair.



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6. Please attach the following information:

- a. Present a detailed plan about the mission and goals of your group and/or activity.
- b. How is your group different or unique from other groups on campus?
- c. Is membership to your group/group's activities open to all students on campus?

7. Please attach the following information:

- a. The purpose and function of your group/activity, and how it contributes to the University
- b. Does your group have an Agency Account? (See: Treasurers Handbook)
 - i. If yes, please list amount in Agency Account, and your Account Number
- c. Attach a number of active members (if possible, include contact information)

8. Appropriation request(s): Must be typed or in Excel format

Please be as specific as possible with your requested appropriation breakdown. **List details about lines, the budget object names and numbers you wish your request be put into, rationale for requests**, provide flyers, and any additional information about your proposals that will help aid the committee in evaluating your request(s) and needs. (Note: It is likely that no group will be awarded an appropriation totaling more than \$250.00, so keep this in mind when drafting your proposal(s). It is also advised that you demonstrate to the committee that your group has a history of **fiscal responsibility** and does not overspend lines if this is your second semester being funded by the Student Association. If your group has a delinquent account, this will also be considered, and your group should explain any outstanding balances. Supplemental allocations should NOT be used to pay off debts due to fiscal irresponsibility. Attach additional pages if necessary.

All funding decisions made by Student Association are made in accordance with the principal of viewpoint neutrality. At no point will the viewpoint or ideology of the applicant be considered while making decisions regarding funding. Student Association reserves the right to review the judicial history of any group applying for funding. All Student Association funded groups have the right to appeal any and all funding decisions made by the Student Association Senate to the Student Association Supreme Court.

Example of budget request:

Fliers - \$10.00 (attach flier)

Room Rental - \$140.00 (Performing Arts Center)

Equipment Rental - \$100.00 (Attach price quote from rental company)