Good afternoon club presidents and advisors,

It’s that time of year to submit your S&A Fee Budget Requests for the 2017-18 academic year!

Attached you will find the following:

* A cover letter and application form
* The Budget Request Excel spreadsheet to be submitted with the completed application
* The S&A Spending Guidelines Brochure (*for your reference as you create your budget requests*)

Please think critically about what funds your club will need to run smoothly for the year and how you can reach the most students with your programming on campus.

Facility and Reserve Fund requests can also be submitted on the attached forms.  NOTE: Facility and Reserve Fund requests are meant to provide funding for long-lasting projects/equipment on campus like water bottle filling stations, patio furniture for a building, etc.

Please submit requests **VIA EMAIL** to Pat McQuitty by Friday, September 22 at 4 p.m.  **The application should be submitted as a Word document (.doc) and the budget should be submitted as an Excel document (.xls).**  Please copy your club advisor when you email your final budget request to me.  Let me know if you have any questions!

**Fall S&A Committee Timeline:**

Friday, September 8:              S&A Fee Applications available

Friday, September 22:            S&A Fee Applications due via email by 4 PM

Week of September 25-29:   Sign-ups for budget presentation time-slots

Week of October 2-6:             Presentations/Hearings

Week of October 9-13:        Applicants notified of budget recommendations

Thanks so much,