

# 2018-2019 Annual Budget Request Packet

The Annual Budget Request Packet is for the fiscal year July 1, 2018 – June 30, 2019.  
All Annual Budget Request Packets must be submitted no later than Wednesday, January 31<sup>st</sup>, 2018.  
Budget Hearings will be Friday, February 9, 2018 and Saturday, February 10, 2018.

By signing below, I acknowledge this Annual Budget Request Packet is the collective wishes of the Student Organization.

Student Organization Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Print Name

Signature

Date

Email

Phone

Executive Officer: \_\_\_\_\_

Print Name

Signature

Date

Email

Phone

Total Amount Requested: \_\_\_\_\_

Student Body Treasurer, Mike Markham  
Chair, Finance Committee; Member, Activity & Service Fees Committee  
Building S, Room 152 • 3000 NW 83<sup>rd</sup> Street • Gainesville, FL 32606-6210  
Office 352.381.3781 • E-mail [sgtreasurer@sfcollege.edu](mailto:sgtreasurer@sfcollege.edu)

## Requests for Student Government Allocations

- I. The Student Body Treasurer will provide an Annual Budget Request Packet to each organization on Friday, December 1, 2017.
- II. Each organization must submit the Annual Budget Request Packet to the S-Building lobby front desk no later than Wednesday, January 31<sup>st</sup>, 2018 by 8 :00 PM.
  - i. Priority will be given to those student organizations that provide all information requested and submit the Annual Budget Request Packet by the deadline. Annual Budget Request Packets that are incomplete or submitted after the deadline will not be guaranteed an annual budget allocation for the next fiscal year.
  - ii. At the time of submission, the student organization must sign up for a budget hearing time slot.

Each submitted Annual Budget Request Packet must meet the following criteria:

- i. Organization minutes from the meeting that approved the Annual Budget Request Packet must be attached;
  - ii. All portions of the Annual Budget Request Packet must be completed; and,
  - iii. The advisor and certified officer (i.e. passed the Budget Policies and Purchasing Procedures Quiz) of the organization must sign and/or initial all documents as requested.
- III. The Finance Committee will hold budget hearings on Friday, February 9, 2018 and Saturday, February 10, 2018.

A budget hearing will include the following:

  - i. Each organization will be allotted up to 7 minutes to present the goals and future plans of the organization.
  - ii. Finance Committee members will ask questions related to the presentation and the Annual Budget Request Packet for the remainder of the time;
  - iii. Each hearing will last no longer than 15 minutes; and,
  - iv. No decisions on budget allocations will be made at the time of the hearing.
- IV. Items that the Finance Committee will consider when reviewing the Annual Budget Request Packet include:
  - i. Complete Annual Budget Request Packet;
  - ii. Attendance in the Student Senate;
  - iii. Information conveyed in the organization's presentation; and,
  - iv. Answers to the questions asked by the Finance Committee.
- V. The Finance Committee will announce the approved 2018 – 2019 Student Government budget to Student Senate by the end of the current fiscal year.

### Student Organization Questions:

Please write legibly.

I. What is the purpose of the organization?

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II. In what way does the organization benefit the students of Santa Fe College?

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III. What are the organization's mission and goals for the next fiscal year?

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IV. What does the organization plan to do to increase/maintain membership over the course of the year?

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Advisor Initial \_\_\_\_\_ Date \_\_\_\_\_

Executive Officer Initial \_\_\_\_\_ Date \_\_\_\_\_

V. What activities and events has the organization participated in the past year?

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VI. What activities and events does the organization have for the next year?

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Advisor Initial \_\_\_\_\_ Date \_\_\_\_\_

Executive Officer Initial \_\_\_\_\_ Date \_\_\_\_\_

### Proposed Budget Plan:

Please prioritize your requests beginning with the most important.

| Item Description:  | Purpose: | Quantity: | Unit Price:         | Total Price: |
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| If additional space is needed, please attach additional pages. |          |           | <b>Grand Total:</b> |              |

Advisor Initial \_\_\_\_\_ Date \_\_\_\_\_

Executive Officer Initial \_\_\_\_\_ Date \_\_\_\_\_