

# PREPARING A BUDGET REQUEST

## Getting Started

The first time you go through this process, it can feel a bit overwhelming. It is a lot of work and requires follow up and follow through. Don't forget, the SGA officers, and Student Activities Staff are great resources and can assist you in navigating the process. If you have questions, ask! Timing is important in this process!

### *What does SGA fund?*

The purpose of the SGA fund is to create community and an engaging campus experience for students. Programs and initiatives that benefit the fee paying constituents at large and meets the fund's purpose are appropriate expenditures.

SGA set aside 30% of the student fee money collected to be used by RSO's for programming on campus. This may include any activity that is open for any Stamford Undergraduate student to participate in. It could also include organizational equipment that would be utilized for many activities of the club. Typically SGA aims to keep the per person cost less than \$40 (the amount of the fee paid each semester).

### *What doesn't SGA fund?*

SGA doesn't fund activities that limited to only specific RSO members, or specific individuals. It can't fund items for personal use.

## Idea forming and Research

### *What are you hoping to do?*

With the members of your organization brainstorm your idea. Do a visioning exercise where you see your event – what is there? Food, decorations, performers, prizes, etc. Think about every detail (nothing is at an event unless someone planned for it to be there!)


### *Has this been done before?*

As the previous members of your organization, other RSO leaders, and your Student Activities Staff if done something similar in the past. What information, resources, vendors were used (did they meet expectations?). What was the costs then (prices change, but it's a starting point!).

### *Where will you get these items/services from?*

Do some research on the items needed. Do we have them for free? Where can we get them at a good price? What is the estimated cost? Are there any "hidden" costs (processing fees, shipping, etc)

For Vendors/Performers: be sure to ask for "all inclusive pricing" when possible (if they can't provide all inclusive pricing, will we be responsible for lodging, meals, and travel expense?)



*Once you have your idea formed, the planning and implementation begins. It is only an **IDEA** until you put it in motion by taking the next steps!*

## **Submit your Funding Request Early**

Have we mentioned, this process takes time! Submitting your request is the first official step. From there, it can take 3-6 weeks on average to complete the purchasing process No joke here - It takes time! You don't want to cancel your event because we didn't get a contract processed, or your event supplies haven't arrived in time. Be sure to check in often to see if there are any next steps you need to take to keep your request moving forward.

Plan ahead, use a calendar – Start with your anticipated event date, and back out these indicators

- One week for budget approval
- One week for purchasing approval
- One week (minimum) for purchase processing
- One week for vendor processing (ask them if this is sufficient)

Ask the Student Activities Coordinator if there are any foreseeable challenges that may lengthen this timeline.

## **Typical Budget Items include**

- Performer/Speakers (ask for inclusive pricing!)
- Novelty Events (game shows, grab/go, etc)
- Supplies (DIY events... don't forget about shipping fees)
- Give aways (incentives for all that show up to the activity)
- Prizes (incentive for those that participate)
- Catering (sorry not during covid)
- Entry Fees (to movies, museums, ice skating, etc)
- Facility fees (depending on your event we may be charged for facility setup/etc)
- Security fees (depending on the event, you may be required to have security)

## **Other Financial Support**

*What steps can be taken to reduce the cost of the event? Have you fully researched best pricing?*  
It is important that we are getting best pricing -check multiple sources if available.

*Should you charge students/guests to attend?*

SGA funds are to be used to the direct benefit of fee paying students. If you plan to have graduate students, guests, and community members at your event – you may need to have additional funding to cover the costs associated with their participation – i.e. increase food cost, give away items, etc)

## Pro Tips:

- Ask all vendors for written quotes when possible.
- If shopping online use a shopping cart to calculate this
- Don't forget about shipping, processing, and other fees.
- Don't assume anything is included in the quote unless the vendor says so!
- Round up, your approval will be "Up to" and the purchase cannot exceed this approved amount!
- If you are stuck, or want some feedback check with the Student Activities Staff- that is what they are here for!
- Start this process early! (I know we haven't said this a million times, but seriously – Start Early!)
- Never sign contract or confirm orders – if you do, YOU could be personally responsible for the terms of the agreement