Dear TouroCOM Students,

If you are the treasurer or CFO of an official or potentially official TouroCOM club/committee that is requesting SGA funding, please complete pages 3-5.

**The deadline for submitting a HARD COPY semester budget request form will be Friday, January 27 at 1 pm to Joan Butler.** Please note that there are no exceptions! If no budget request form is received, your club will NOT be allocated any funds from the semester budget.

If you have any questions please, email the SGA Treasurer. You will be notified by email if your request is granted, denied, or if more information is required.

All the best,

Priyadarshini Arcot  
OMS-II, TouroCOM  
SGA Treasurer  
Priyadarshini.Arcot@student.touro.edu  
(516) 424-9167

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**Guidelines**

- All TouroCOM official clubs that would like to receive SGA funding need to complete a budget request form.

- The SGA Budget Committee’s fiscal year will be divided according to the fall and spring semesters. *Budget request forms* need to be completed EACH semester for events, conferences, etc. which will occur in that semester.

- Clubs that are in the process of completing their requirements to become official should submit a *budget request form* along with their application. A budget will be dispersed to the
club provisional to becoming official.

- Applying for a conference scholarship must be completed by the corresponding official TouroCOM club.
- Designating members to attend the conference will be at the discretion of the club. The club should submit the methods it used to determine such actions.
- Students receiving funding for a conference must be the same student who will give the presentation about the conference to the TouroCOM student body.
- The Budget Committee will accept requests from individual students for conferences of which there is no corresponding official club.
- SGA will not sponsor first year students during their first semester.
- The Budget Committee will meet after the budget request form deadline to discuss, vote, and disperse funds.
- Actual funds will remain in the SGA account until a bill or receipt is submitted to the SGA Treasurer for payment.
- It is the club’s responsibility to manage their budget and guarantee that they do not overspend.
- A copy of the club’s balance may be requested at any time from the SGA Treasurer.
- Clubs or individuals have the opportunity throughout the year to request grant funding. The acceptance criteria for grants will be similar to that of a budget request form. However, because grant funding is limited, it is advisable that a club thoroughly contemplates what activities will take place before declining to submit a budget request form.
- It is the club’s responsibility to read the SGA Constitution. Failure to comply with its bylaws may cause a club’s funding to be withdrawn.
- All actions of the Budget Committee can be vetoed by 2/3 of the SGA Executive Board and/or by the Dean of Students.

PART A: Basic Information

1. Name of Organization:

2. Semester/year:

3. Number of students in club:

4. Number of active members:

PART B: Itemized Budget Allocation Request

Numerous items may be entered in each row. For example, if you are planning on having two
catered meetings, enter them both into line 2 with their corresponding dates, purpose, and amount. Do not focus on entering items in the proper line – it is only important that all the items are entered somewhere. Please keep it legible and use the back of this paper if necessary.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Purpose</th>
<th>Amount ($)</th>
<th>Explanation</th>
<th>Tentative Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Speakers/Performers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Catered meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Transportation (non-conference)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Events</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART C: Income**

Include any fundraising or membership fees that you intend to collect with an estimated dollar amount. Under “Status,” indicate if completed/deposited in SGA or the intended date of fundraising, etc. When entering membership in the amount column, enter the individual membership fee and amount of paid members, e.g. $10 times 76 students. Please specify in PART B which expenses you plan to use from the club’s income and which expenses you are requesting SGA funding.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>Amount ($) include cash and checks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership fees</td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>----------------</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Fundraising</td>
<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART D: Questionnaire**

1. What is the purpose of your organization/club? Please do not just copy your mission statement unless it legitimately explains what you do.

2. Have you fulfilled this purpose in the past? How? (Specifically, last semester)

3. Please explain how any itemized budget requests in PART B, which you suspect may not be obvious to the Budget Committee, supports the mission statement of TouroCOM and the SGA.

4. Is there anything else you would like to add which you feel may impact the outcome of your budget request?

**PART E: Convention**

*Please submit to the SGA a copy of meeting minutes and attendance sheet after conference presentation at TouroCOM.*

Name of Convention:

Dates:

Location:

Convention website (if applicable):

Members attending and their club position if applicable:

1.  
2.  
4.  
5.
What protocol was followed to choose these members?

Were all your members notified of the convention and these protocols?

Are you receiving any funds from other sources for the convention? Please specify.

What are the estimated costs for admission fee, travel costs, hotel, etc.?

Will there be a convention next semester? If so, are you planning on sending club members?

**PART F: Agreement**

*I hereby affirm that the information given above is accurate and, that this request has been approved and submitted in accordance with my club’s constitution and bylaws.*

Signature ___________________________________________ Date ________________

President/Chair (Print name) ________________________________________________

Signature ___________________________________________ Date ________________

Treasurer/CFO (Print name) __________________________________________________