



Student Association, Incorporated California University of Pennsylvania

Natali Student Center
250 University Avenue
California, Pennsylvania 15419

Telephone: 724.938.4303
Fax: 724.938.5959
Web: sai.cup.edu/sai

December 13, 2010

Dear Club/Organization Advisors and Officers:

The 2011-2012 Student Association budget process has begun. Attached is a list of important dates outlining the budget process. Please familiarize yourself with these dates.

Enclosed is your Allocated Budget Request Packet for 2011-2012. This year, 117 groups will be applying for over \$2 million in student fees. To succeed in the allocation process, it is vital that your club/organization accurately complete the enclosed budget request documents and adhere to all the instructions and deadlines of the allocation process.

Also enclosed are detailed instructions to help you complete your budget request. In addition to the written instructions, SAI is offering two workshops that will take you through the allocation process, from application to presentation, including discussions about what Student Cabinet looks for in each budget request. We highly encourage you to attend one of these budget workshops or view the instructional video on our website at sai.calu.edu/sai.

Student Association, Inc. 2011-2012 Budget Workshops

Tuesday, February 1, 2011
2:00p.m. – **Vulcan Theatre**
Natali Student Center

Thursday, February 3, 2011
11:00a.m. – **Vulcan Theatre**
Natali Student Center

If you have any questions about the enclosed Budget Request Packet or the 2011-2012 allocation process, please contact one of the following:

Kimberly Cupplo
Leigh Ann Lincoln
Walter Harris

cupplo@calu.edu
lincoln@calu.edu
har8734@calu.edu

(724) 938-4064
(724) 938-5270
(724) 938-5448

We look forward to facilitating another successful allocation process for each of you.

Sincerely,
Leigh Ann Lincoln
Leigh Ann Lincoln, CPA
Chief Financial Officer