



Student Association, Incorporated

California University of Pennsylvania

Natali Student Center
250 University Avenue
California, Pennsylvania 15419

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December 14, 2011

Dear Club/Organization Advisors and Officers:

The 2012-2013 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 2012-2013. This year, more than 120 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. The web video will be available starting January 13, 2012.

Student Association, Inc. 2012-2013 Budget Workshops

Tuesday, February 14, 2012

11:00a.m. – 206/207
Natali Student Center

Thursday, February 16, 2012

11:00a.m. – **Vulcan Theatre**
Natali Student Center

If you have any questions about the enclosed Budget Request Packet or the 2012-2013 allocation process, please contact one of the following:

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

Sincerely,

Leigh Ann Lincoln

Leigh Ann Lincoln, CPA
Chief Financial Officer