

STUDENT ASSOCIATION, INCORPORATED
DUE TO SAI BY FRIDAY, FEBRUARY 24TH 3:30PM

ORGANIZATION _____ YEAR: 2012-2013

COST CENTER (3 digits) 03 – XXXXX – _____

(See pages 7 an 8 for instructions)

Account Number	Income Category	Amount
42020	Fundraising Income	\$
46060	Program Income	\$

TOTAL INCOME \$ _____

Account Number	Expense Category	Amount
65010	Transportation	\$
65210	Conferences & Travel	\$
65320	Meals & Refreshments	\$
67280	Miscellaneous	\$
67290	Fundraising	\$
67900	Program Expenses	\$
70060	Apparel/Costumes	\$
70290	Special Events	\$

TOTAL EXPENSES \$ _____ -

LESS TOTAL INCOME \$ _____ =

TOTAL REQUEST \$ _____

(Check your math!)

	<u>Signature</u>	<u>Print Name</u>	<u>Campus Phone</u>
President			
Treasurer/Secretary			
Advisor			

(EVERYTHING MUST BE WRITTEN IN PEN. NO PENCIL IS ACCEPTED)

Date received by SAI

Signature of Authorized SAI Recipient

BUDGET REQUEST PACKET 2012-2013
ACTIVITY DETAIL

Please provide detailed information for all funds being requested by expense category. See PAGE 4 for an example. You may substitute a computer generated form for this sheet only.

RETURN THIS PAGE TO SAI

CHART OF ACCOUNTS FOR CLUBS AND ORGANIZATIONS

*(The 8 account numbers below are the only expense account numbers you are able to use.
All budgeted items must be placed into one of these accounts.)*

Account Number	ACCOUNT NAME
65010	Transportation <i>Bus Rental</i> <i>Driver Checks</i> <i>Mileage</i> <i>Tolls</i>
65210	Conferences and Travel <i>(All costs associated with attending a Conference or Seminar)</i> <i>Airfare</i> <i>Conference/Seminar Fee</i> <i>Lodging</i> <i>Meals while traveling</i> <i>Vehicle Rental</i>
65320	Meals and Refreshments
67280	Miscellaneous
67290	Fundraising
67900	Program Expenses <i>Advertising, Publicity, Promotions</i> <i>Awards</i> <i>Bands/Concerts</i> <i>Consultants</i> <i>Dues and Subscriptions</i> <i>Equipment Repair</i> <i>Honoraries</i> <i>Insurance</i> <i>Materials and Supplies</i> <i>Memberships and Registrations</i> <i>Tournaments</i> <i>Office Expense</i> <i>Part-time Wages</i>
70060	Apparel/Costumes
70290	Special Events <i>Homecoming</i> <i>Family Day</i>

BUDGET REQUEST PACKET 2012-2013
SAMPLE ACTIVITY DETAIL

FUNDRAISING INCOME

Sarris Candy Sale - \$2,000

Pens Lottery Raffle - \$1,500

Total Fundraising Income = \$3,500

PROGRAM INCOME

Dues paid by members \$10 per semester (50 members) = $\$10 \times 50 \times 2 =$ \$1,000

Total Program Income = \$1,000

Total income = \$4,500 (this should match the amount on the front page of your budget packet)

PROGRAM EXPENSES

- Membership dues paid to National Organization
 1. 20 members at \$15 each member = \$300
- Signs for organization fair = \$20
- Supplies for organization fair = \$20
- Senior gifts
 1. Estimate 5 seniors at \$20 each = \$100

Total Program Expenses = \$440

TRANSPORTATION

- 3 in-state driver checks = $3 \times \$15 =$ \$45
- Mileage
 1. 100 miles @ \$.55 = \$55

Total Transportation Expenses = \$100

CONFERENCES AND TRAVEL

12 members will be attending the annual conference in Baltimore, MD for 4 nights, 5 days

- Lodging = \$149 per night, 4 people per room, 3 rooms = $\$149 \times 4 \text{ nights} \times 3 \text{ rooms} =$ \$1,788
- Conference Fee of \$69 per person = $\$69 \times 12 =$ \$828
- Meals- 50% of gsa.gov is \$35 per person per day = $\$35 \times 12 \times 5 \text{ days} =$ \$2,100
- Mileage-220 miles one way so round trip is 440 x \$.50 per mile = \$220

Total Conferences and Travel Expenses = \$4,936

APPAREL

T-shirts for all 20 members at \$10 each = \$200

Total Apparel = \$200

FUNDRAISING

- Plan on selling Sarris or Colebrook chocolate cover pretzels = \$500
- Raffle tickets for lottery = \$100

Total Fundraising Expenses = \$600

Total expenses=\$6,276(this should match the amount on the front page of your budget packet)

Campus Organization Information Form

Student Association, Inc.
California University of Pennsylvania
724-938-4303
Campus Box # 85
Effective Date _____

(PLEASE PRINT NEATLY AND SIGN WHERE INDICATED....NO PENCIL IS ACCEPTED)

Organization Name _____

Campus Box of Advisor _____

<i>Officers</i>	<i>Phone Number</i>	<i>E-mail Address</i>
_____ President	(____) _____ - _____	_____@calu.edu
	_____ Signature of President	
_____ Vice President	(____) _____ - _____	_____@ calu.edu
	_____ Signature of Vice President	
_____ Secretary	(____) _____ - _____	_____@ calu.edu
	_____ Signature of Secretary	
_____ Treasurer	(____) _____ - _____	_____@ calu.edu
	_____ Signature of treasurer	
_____ Advisor	(____) _____ - _____	_____@ calu.edu
	_____ Signature of Advisor	

(please add lines for other elected officers or co-advisors)

When does your organization meet? _____

Where does your organization meet? _____

Please circle

We hold elections in: **Spring** **Fall** **Both**

SAI USE ONLY

Received _____

Cost Center _____

GROUP ROSTER

ACTIVITIES TRANSCRIPT Be Recognized

Activities Transcript Office c/o Student Development & Services
California University of Pennsylvania
Natali Student Center, 250 University Avenue
California, PA 15419

Phone: 724-938-4515 or 5973
Fax: 724-938-5959
Email: activitiestranscript@calu.edu
Web: <http://sai.calu.edu/activitiestranscript>

Organization Name: _____ Phone: _____
 Advisor: _____ Advisor Email: _____
 Title: _____ Advisor Signature: _____
 Date: _____

	Student Name	Cal U Email ID (example: abc1234)	Fall	Spring	Enrollment Status (FR,SO,JR,SR,GRAD)	Current Position
1						
2						
3						
4						
5						
6						
7						
8						
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10						
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RETURN THIS PAGE TO SAI

INSTRUCTIONS

There are 4 main parts to the Budget Process for fiscal year 2012-2013. They are:

1. Budget Request and Activity Detail Forms
2. Campus Organization Information Form
3. Member Roster
4. Constitution – including addition of anti-hazing clause

Part 1 – Budget Request and Activity Detail Forms

STEP ONE – Discuss the 2012-2013 activities with the entire club.

The first step in preparing your budget request for next year is to think about what your club's activities will be for the next academic year. Will you basically do the same things you did this year or is there something new that you would like to try? Everything should be discussed at a meeting prior to working on the budget so that your entire club has a say in the budget request.

STEP TWO – Plan the activities and estimate the cost of each activity.

There is a sample Activity Detail Form on page 4 of this packet. You will want to be as specific as possible when completing the form on page 2 because this is the page that shows your Cabinet Representative why you are asking for the dollar amount in your budget request. Remember that your Cabinet Representative is your voice at the allocation meeting and that person needs to have as much information as possible regarding your budget request so that he or she may defend that request when questions are asked.

In order to gain a better understanding of each club's true allocation need, SAI is asking each club to estimate the amount of income your club will generate during the academic year. This amount will reduce your total allocation request so Student Cabinet understands exactly how much you will need to function during the next academic year. You should look at your club's history and fundraising success over the past few years to gain a better understanding of how much funding you are able to generate on your own.

For expenses, you will need to provide back up for whatever dollar amount you are requesting in each expense category. If you are planning on going to an annual conference that your club always attends but are unsure of the costs, simply use the amount from last year that your club spent and increase it by 10%. Just remember to document that on your Activity Detail Form so it is easy to see where the number you estimated came from.

STEP THREE – Complete page 1, the Budget Request Form

Now that you have planned out all of your activities and have the back-up for all expenses listed on the Activity Detail Form, page 2, you can transfer the total amounts to the Budget Request Form on page 1. The total request on page 1 should equal the amount you have on your detail form on page 2. *Remember, Income minus Expenses will equal your total allocation request.*

STEP FOUR – Have the appropriate people sign the Budget Request Form

The President, Treasurer/Secretary, and Advisor all must sign the Budget Request Form. All signatures must be in pen.

Part 2 – Campus Organization Form

The Campus Organization Form is a document that must always be kept current at SAI because that tells the Business Office staff who is authorized to spend money from your account and receive your account information. Anytime you have a change in officer or advisor, a new Campus Organization Form needs to be submitted immediately to protect your account. Even if you do not hold elections until after the Budget Request is submitted, you must still complete and turn this form in with your Budget Request in order for your request to be accepted. Just remember that once elections are held, a new form should be submitted.

Part 3 – Member Roster

The Group Roster is part of the CUE Transcript program. Please list all members of your club for the Fall 2011 and Spring of 2012 semesters. Make copies of this form if additional space is needed and remember to print in ink. If you have this electronically, you may print out your roster and attach it to this sheet but it must contain the same information.

The most important thing to remember is that the Group Roster **requires an advisor's signature to be valid**. The advisor signature serves to verify participation of each member in your club and authorizes the club participation be placed on each members CUE Transcript.

Part 4 – Constitution with addition of Anti-Hazing Amendment

Every 2 years, clubs who request allocation are required to turn in a copy of their current constitution for review. This year, **every club** must add the following amendment to their constitution:

Each member will adhere to the California University Anti-Hazing Policy. This prohibits all forms of hazing by all members of the club/organization. Any infraction of state, local, or federal guidelines report to Student Cabinet will result in immediate action and can potentially result in elimination of the club.

Clubs who fail to add this language to their Constitution prior to submitting their budget request will not be eligible for funding for the 2012-2013 academic year. All Constitutions will be approved during the budget meeting and if you do not have a copy of your club's Constitution, please email Nicole Arthur at Arthur@calu.edu with your clubs name and 3 digit cost center. Nikki can email you a copy of the current Constitution on file at SAI.

Submitting your Budget Request Packet for 2012-2013

You must submit ONE original copy of your budget request packet that includes all 4 parts described above along with any supporting materials to the SAI Business Office, Third Floor of the Natali Student Center, **before 3:30 p.m. on Friday, February 24, 2012**. You will be given a signed receipt as proof of submission. Free photocopying for this purpose only is available in the SAI Business Office. Packets received after the deadline are subject to a penalty of 5% of the requested amount per day. **Packets received after Friday, March 9, 2012 will NOT be considered for allocation in the academic year 2012-2013.**

You are highly encouraged to complete your budget request and turn it in as soon as possible. The quicker we receive your request, the quicker your Cabinet Representative will get it for review and be able to schedule a time to meet with you and your club to discuss the request.