



**Monday April 1<sup>st</sup>, 2013 @ 6PM and Wednesday April 3<sup>rd</sup>, 2013 @ 4PM**

Finance Committee will hold informational sessions for Clubs on the budget process.  
Attendance is mandatory

**Monday, April 15<sup>h</sup>, 2013 by 4:00pm- Draft Budgets Due**

Draft Budgets are MANDATORY. All drafts must be turned into the Campus Life Office by 4:00pm. The Student Senate Finance Committee will go over all draft budgets to look for potential problems or concerns. Drafts will be returned via Campus Mail by Wednesday, April 17<sup>th</sup>.

**Friday, April 26<sup>th</sup>, 2013 by 4:00pm- Final Budgets Due!**

All final budgets must be turned into the Campus Life Office by 4:00pm. Final budgets must include the organization advisor's signature. Budgets turn in late will not be accepted. Budget decisions will be sent to individual organizations via campus mail the following week.

#### **ADDITIONAL GUIDELINES:**

- Follow the budget format provided to you at the Informational Sessions.
- Provide a brief description for each event. What is the event open to? What will be done? Why do you want to have the event? If the Finance Committee understands what the event is for, they are more likely to give you funds for it. That said; do NOT give half page information per event.
- Do your best to keep each term's events ON THE SAME PAGE. This helps when the Finance Committee is looking at multiple budgets.
- Office Transition Guides are required part of this year's budgets. Your Guide (due with your final budget) should include a description of each leadership position and what needs to be done each term for each position, etc.-
  - *Include any formation that should be passed on to your organizations' new officers. Final Draft Only*
- Mission Statements are **required**. It is important to know what your organization's mission is and how that mission pertains to your events. *Final Draft Only*
- Maximum request amount for 2013-2014 organization budgets is: **\$5,000**

**QUESTIONS? CONCERNS?**

**CONTACT SHELLY BHANOT AT [sbhanot@knox.edu](mailto:sbhanot@knox.edu)**

**OR KATHLEEN DRAKE AT [kdrake@knox.edu](mailto:kdrake@knox.edu)**