

FY09 Annual Allocation Timeline

(For more detailed description, see “FY09 Annual Allocation Process” below.)

Monday, February 18 – Annual Allocation (AA) Applications, Timelines and Guides Available at Student Government Office **and E-mailed to Presidents, Treasurers, and Advisers of all Registered Student Organizations.**

Friday, March 7 – Completed AA Applications Due in Student Government Office by **4 p.m.**

Friday, March 21 – First Hearing and Vote on AA Requests by Finance Board

Friday, April 4 – Appeals and Vote on AA Requests by Finance Board

Friday, April 11 – Student Senate approves FY09 AA Requests

FY09 ANNUAL ALLOCATION PROCESS

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| 1. | FY09 Annual Allocation Applications Available Online and in Student Government Office | Monday, February 18, 2008 |
| 2. | Deadline for Annual Allocation Applications
(Student Government office) | 4 p.m., Friday, March 7, 2008 |
| 3. | Review of Allocation Requests | Friday, March 21, 2008
International Room, MUC |

First-time Applicants: According to the Student Government funding manual, “...first-time applicants may only request a maximum of \$150 for the entire year and an officer of the organization must be present at the respective Finance Board meeting for approval.” **In other words, if your organization is requesting Annual Allocations for the first time, be sure that at least one officer from your organization attends the March 21 Finance Board meeting at 1 p.m. in the International Room.**

The Finance Board will review a request solely on the basis of written submission and history. The members of the Finance Board will review each request according to the published criteria. The committee will deliberate in private to formulate a recommendation by majority vote of the members present. E-mails showing preliminary allocations will be sent to each organization by Monday, March 24. A copy of the recommendation will also be posted in the Student Government office on March 24. If you want an explanation of the recommendation, you **MUST** make an appointment to meet with the Finance Board chair.

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| 4. | Deadline for submission of appeals to Finance Board | 4 p.m., Monday, March 31, 2008
Student Government Office |
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5. Finance Board Appeal Hearings and Final Recommendations **1 p.m., Friday, April 4, 2008**
International Room, MUC

The guidelines for conducting the Finance Board appeal hearings are as follows:

- A. Each appellant will be asked to make a brief presentation, no more than five minutes in length, to argue against the recommendation. The presentation should focus on the specific budget request that is being appealed.
- B. The Finance Board will ask questions if necessary and will render a decision without further argument from the group.
- C. The Finance Board, by majority vote of a quorum, will accept or reject the appeal on a line-item basis.

6. Deadline for submission of appeals to Student Senate **4 p.m., Monday, April 7, 2008**
Student Government Office

7. Approval of the FY09 Annual Allocation requests and appeals by Student Senate **2 p.m., Friday, April 11, 2008**
Goshen Lounge, MUC

Student Senate reviews the recommendations of the Finance Board for all groups that did not file an appeal. Student Senate compiles a list of any exceptions to the recommendations and approves the budgets as a group. The exceptions are reviewed as follows:

- A. The Finance Board Chair will present the rationale for the recommendations appealed by the group.
- B. Each appellant will be asked to make a brief presentation, no more than five minutes in length, to argue against the recommendation. The presentation should focus on the specific budget request that is being appealed.
- C. The Student Senate will ask questions if necessary and will render a decision **without further argument** from the group or Finance Board chair.
- D. The Student Senate, by majority vote of a quorum, will accept or reject the recommendations of the Finance Board on a line-item basis.
- E. E-mails showing final allocations will be sent to each organization the week of April 14, 2008. A copy of the final allocations will also be posted in the Student Government office that week. If you want an explanation of the allocation, you **MUST** make an appointment to meet with the Student Body President.
- F. The recommendation of the Student Senate becomes final.

8. Approved funds available **July 1, 2008**

For additional information on annual allocations, consult the Student Government Funding Manual, pages 4-7.