



Finance Committee

CLUB BUDGETS

You may hand in your budget proposal to Student Programs and Leadership **between March 19th and April 2nd before 5:00PM.**

Budget forms can be found on the student senate website at <http://www.studentsenaterwu.com/nance.html>

Submitted budgets must be typed. ***Handwritten budgets will not be accepted.***

All budget proposals must do the following:

- Be well researched and quote prices from Roger Williams University approved vendors.
- Be detailed and explain the specific needs of an event, program, or activity
- Supporting documentation such as price quotes and event dates and requirements, must accompany all allocation requests on official company, conference, event, or website letterhead.

The annual budgeting process shall be done in the following manner:

- Submission of a budget proposal no earlier than March 19th and no later than April 2nd at 5:00PM in Student Programs and Leadership (**LATE BUDGET PROPOSALS WILL NOT BE ACCEPTED FOR ANY REASON**)
- Preliminary budgets will be announced by April 16th in club mailboxes
- Budgets may be appealed on April 23rd and April 30th to General Senate on **DUE PROCESS ONLY**

If you have any questions or concerns about the budgeting process, please email Rosie Stevens at finance.senate@g.rwu.edu. Additional information may be found at <http://www.studentsenaterwu.com/budget-information.html> as well.