



# Finance Committee

## CLUB PRESENTATIONS

As a club you are not required to present a budget, but it is **encouraged** that you present if your club believes that there is anything in your budget that the committee would find confusing. This is your only opportunity to explain and/or defend your club budget proposal.

The presentations have no minimum time requirement; however, please be advised that your presentation may not exceed 10 minutes. No audio/visual equipment will be available for your use. If you plan on bringing a handout, please **provide 8 copies**.

You may sign up for a time slot in Student Programs and Leadership after you turn in your budget proposal.

- If you are absent during your presentation time, you are ***no longer guaranteed*** an opportunity to present. If presentations conclude early or there is an empty time slot you may be offered time to present at that time.

Key points suggested to explain (not mandatory) include:

- Most important event
- Least important event
- Most successful event
- Reasons for conferences or trips
- Explanation of large allocations
- Complicated back up documentation

*Please be aware that the Finance Committee may ask you questions pertaining to your budget during your presentation.*

**If you have any questions or concerns, please email Rosie Stevens at [finance.senate@g.rwu.edu](mailto:finance.senate@g.rwu.edu)**