

Budget guidelines for Student Organizations/Clubs

Budget meetings will be held twice every semester, on the Tuesdays of Week 5 and Week 9. The SAVMA Treasurer will inform all clubs about the dates chosen and will contact all clubs again at least ONE WEEK before each meeting to confirm the attendance of any clubs presenting budgets.

Clubs and organizations recognized by SAVMA may request funds at either or both meetings under the following guidelines:

- ◊ The club is in good standing.
- ◊ The club demonstrates an understanding of the guidelines for funding outlined in this document by *returning a printed copy signed by the current club officers.*
- ◊ The club submits a budget proposal form in a timely manner, as requested by the SAVMA treasurer, signed by the club officers and club's faculty advisor. Please also email a copy of the budget proposal(s) to SAVMAtreasurer@rossvet.edu.kn
- ◊ An officer of the club is present at the Budget Meeting to *present in the form of a PowerPoint presentation* their projected budget, answer any questions regarding the club, its practices, and the reason for the request.
- ◊ Clubs intending to collaborate on a proposal *must submit a joint proposal*, itemized for each club and signed by the appropriate designees. A member of the executive board from each club must be present at the Budget Meeting to present the projected budget, and answer any questions regarding the club, its practices, and the reason for the request.

Budget proposals for speakers will NOT be considered if they do not contain AT LEAST the following items:

- ◊ Estimated airfare costs (print-outs from the web are acceptable)
- ◊ Estimated hotel accommodation costs (print-outs from the web are acceptable)
- ◊ The Resume or CV of the speaker(s)

Types of Funding:

General Assistance

All recognized student organizations in Good Standing are eligible for general assistance from SAVMA every semester to cover the costs of operation of the organization. In addition, SAVMA provides coolers and other resources for use at Special Events, the Ross Open House and/or fund-raisers, which are available upon request by the SAVMA activities chairpersons.

New Club Funding

Newly formed student organizations are eligible to receive a onetime gift of \$500 XCD to offset start-up expenses once the organization is officially recognized by SAVMA. Newly formed clubs need not submit a budget proposal to request this award from SAVMA.

Speaker Reimbursements

SAVMA funds are available to cover the expenses of speaker's airfare and accommodations. This includes round trip airfare (max \$1000 USD) and 2 nights stay (max \$100 USD per night). Given the high cost of flights and hotels, the organization is advised to comparison shop and submit a budget showing these figures. Additional funding may be available for transportation costs ,if necessary, and will be evaluated on an "as needed" basis. Monies for materials, equipment, and venue costs for wet labs the speaker will be participating in will also be considered. SAVMA funds DO NOT cover the cost of food, entertainment, or the speaker's fee (if applicable). All unused funds granted to the club are to be returned to SAVMA ASAP.

SIGNED: _____ President _____ Secretary
_____ Vice President _____ Treasurer