Budget and Appropriations Board
FAQs

I. What do we do?
   a. Responsible for granting Student Government recognized clubs budgets, the general Student Government Budget for Senate approval and to hold Ad-Hoc sessions to provide emergency funds for clubs that have exceeded their budgets, as well as for clubs who do not receive budgets.

II. Who are the members?
   a. Three (3) Senators, three (3) students that are not members of any other body of the Student Government, and the Chair. A Co-Chair will also be selected from the general membership.

III. What are my responsibilities?
   a. Primary facilitator of the Board meetings, ensures that the Board adheres to the By-Laws, votes only to break a tie, hold weekly office hours, prepares club budgets, a more detailed list can be found in the By-Laws.

IV. When and how are the meetings conducted?
   a. There will be weekly meetings, every Thursday at 5pm in the Presidents Room in the Commons.

V. All meetings are open with minutes posted on the Student Government website except when declared otherwise.

VI. Budget Proposals
   a. Active organizations are required to submit a semester budget proposal at least one (1) week prior to the scheduled budget review. Organizations that fail to do so will automatically be granted probationary status.
   b. Budget proposals shall consist of:
      i. An Excel file and supporting documents to Student Government outlining their expenses for the semester and include
         1. names, email addresses, and class years of all members, denote the officers
         2. events held by the club
         3. all proposals sent to the B&A Board
         4. all updated final itemized expense reports
         5. events co-sponsored by the club
         6. Monetarily and through support
         7. treasurer reports from weekly or bi-weekly meetings

VII. Ad-Hocs
   a. Policies
      i. Ad-hoc proposals must comply with all Drew University policies
      ii. Proposals must be submitted to the Chair at least two (2) weeks prior to the event for which funds are being requested.
      iii. Only one organization may ad-hoc for a specific event
      iv. Organizations may ad-hoc for more than the cap; however, to grant funds that exceed the cap, Board members must unanimously agree.
      v. The Board shall take the requesting organization’s exploration of other funding avenues into consideration
      vi. All proposals are due at least 72 hours before the Board is scheduled to meet (Monday at 5pm). You do not need to provide copies of your proposals.
   b. Proposals
      i. Club name, mission statement of club, officers (include names, email, class year), number of active members
ii. How the event will be advertised
iii. A description of the event
iv. Why this event will benefit the Drew community
v. An itemized expense report including:
   1. Total cost of event
   2. Amount being requested from Student Government
   3. Amount from each club co-sponsoring monetarily
   4. Amount from the club itself
   5. If applicable, the requesting organization must include three (3) different quotes for services or goods over $500. Quotes are invoices, copies from catalogues, website printouts, vendor-authorized emails, etc. Phone quotes or informal word-of-mouth quotes are not acceptable. If a service or produce is very specific to the event and is over $500, the student group may submit a letter of explanation to the B&A Board and the Purchasing Office outlining the specific need.
vi. How many will be in attendance outside of those in the club
vii. Will this be open to faculty, Graduate and Theological students, and Madison residents?
     viii. Have other clubs agreed to co-sponsor this event?
      ix. If this event been done in the past or will it be a traditional event

VIII. What is the Procedure?
   a. The requesting club must send at least one (1) representative to the meeting. This representative may not be a member of the Board.
   b. Each representative will present their proposal, followed by a Q&A session, and then the Chair will call the vote. All voting will be done by a roll call vote and will be recorded in the minutes. All decisions will be made by a majority vote.
   c. The result of the vote will be announced both verbally by the Chair and in writing by the Chair within 24 hours
   d. If the Board decides to grant the funds, the ad-hoc proposal will be presented and voted upon by the Senate during the following session. The Chair will advocate on behalf of the Board and their decision to the Senate.
   e. After the event, it is the club’s responsibility to submit an updated final itemized expense report to the Student Government that shall include:
      i. How much was spent on each item
      ii. How much money from the club was spent
      iii. How much money from supporting clubs was spent
      iv. How much money from Student Government was spent
      v. Any and all receipts

IX. What will Student Government money NOT go towards?
   a. Individual club honors
   b. Personalized items
   c. Gifts
   d. Rush delivery charges
   e. Invite-only events, all events MUST be campus wide
   f. Donations
   g. Events not publicized in a minimum of two different ways

X. Questions? Email me at sgbudget@drew.edu or stop by Townhouse 11 during my office hours which will be posted on the Student Government website soon.