Dear Jamestown Campus/North County Center Club,

First, KEEP THIS TOP PAGE (2 sided) FOR YOUR REFERENCE.

Once a club charter is approved by the Campus Life office, you may request funding from Student Senate by completing this **Budget Request Form** each semester and submit it to Campus Life. Please **ITEMIZE** your budget in detail to avoid delaying the review process by the Senate Finance Committee.

Returning clubs *who end their prior academic year of chartered status in good fiscal standing* are eligible to receive $100 to start their fall budget upon receipt of the Club Charter renewal. This advance on your budget request is intended to help returning clubs get up and running with club recruitment and early fall events before Senate has the chance to review and approve budget requests. You may also use rolled over fundraised money at any time. Note, club budget allocations from Student Senate only roll over from fall to spring semesters, NOT from spring to fall.

**VERY IMPORTANT:**

- It is necessary that each club keeps **accurate records of their withdrawals and deposits**. This means not only keeping track of transactions, but also keeping copies of all receipts and invoices after you submit the originals to Campus Life with an Advisor’s signature.

- **ALWAYS** submit receipts, invoices, contracts, etc. to CAMPUS LIFE for processing.

- **At the conclusion of each semester**, every club must submit a financial summary to Campus Life so accounts can be reconciled. **Spring budget requests** will NOT be considered until fall semester financial summaries have been submitted.

- Sample financial ledgers and treasurer trainings are available from the Campus Life office upon request.

If at any time you need to request an Account Statement, be aware that accounting records kept by the Faculty Student Association may not reflect your most recent transactions.

**Chartered clubs have access to the following RESOURCES provided by the Student Senate:**

- Club budget (upon approval)
- Fundraising account through FSA (unused fundraising monies may be rolled over from one academic year to the next!)
- Paper products/plastic products stocked by Student Senate
- Coffee Cart and/or Popcorn Machine rental for club events, available fully stocked for $20 per use per machine.
- Club locker (located in the Jamestown Campus Senate Office. Assigned first come first served.)
Student Senate Co-Advisors:
Kimberly Irland, 338-1004
kimberlyirland@mail.sunyjcc.edu
Linda DeJoseph, 338-1007
lindadejoseph@mail.sunyjcc.edu

Please add yourself to the SUNY JCC Club Council private Facebook Group
www.facebook.com/groups/444680815578363/
to stay connected with other clubs and senate on club related matters!

Club Council Expectations

CLUB COUNCIL DATES FOR 2015-2016
- **Fall 2015 Club Council Dates:** September 28, October 26, November 30
- **Spring 2016 Club Council Dates:** January 25, February 29, March 21
- **Club Appreciation Luncheon:** tentatively schedule for Mon. May 2 from noon-1

The last Monday of every month, Student Senate meetings are dedicated to Club Council. Club Council is intended to provide a forum for every chartered club and other student organizations to have time and space to report on what they’ve been working on and what events/service projects are coming up, to exchange ideas and to get leadership training.

Attendance at Club Council is **REQUIRED** by one representative from each club, and more than one absence per semester may result in Club funds being frozen or restricted.

**NOTE ON MEETING LOCATION:**
- Jamestown Campus Clubs attend Club Council in the LENNA THEATER (HULT 142).
- North County clubs attend via distance learning from the Training Center distance learning classroom.

More detailed information about Club Budget policies and procedures can be found in the FSA Handbook for club officers and advisors. Copies of FSA and Campus Life forms as well as the Handbook can be downloaded online at: [http://www.sunyjcc.edu/student-life/campus-life/clubs-organizations](http://www.sunyjcc.edu/student-life/campus-life/clubs-organizations)
# Club Budget Application

Jamestown Campus and North County Center

## Club Contact Information

<table>
<thead>
<tr>
<th>Club/Organization Name:</th>
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<tbody>
<tr>
<td>Name of the student completing this form:</td>
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<td>J#</td>
<td>Today’s Date:</td>
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<th>Phone: Cell Home</th>
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<tr>
<td>Preferred Email Address:</td>
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<tr>
<th>Faculty/Staff Advisor (1):</th>
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<td>Faculty/Staff Advisor (2):</td>
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*optional, but recommended

## Club Budget Request Rationale

Briefly describe your plans for this semester that require funds. Select all the categories below that apply to your goals.

*Please note - clubs may NOT purchase equipment.*

- [ ] Campus Event(s) – e.g. catering, keynote speaker, entertainer, film screening expense, etc.
- [ ] Printing Costs – most copies can be made on campus with your student printing quota or through your advisor, but request printing funds if you need to have event posters, booklets, or other large production marketing materials printed off campus.
- [ ] Travel Expenses – mileage, hotel, meals. Fundraising may be necessary to subsidize Senate’s allocation.
- [ ] Conference Fees – registration fees for attendance to a conference related to your club’s purpose/mission. Fundraising may be necessary to subsidize Senate’s allocation.
- [ ] Fundraising Supplies – club budgets may be used to purchase items and supplies for fundraisers
- [ ] Promotional items/give-a-ways
- [ ] Club Apparel – only 25% of the cost for club member’s apparel may be subsidized by your club’s budget. Remaining costs should be covered by fundraised money or by members out-of-pocket
- [ ] Other – please describe above
## ITEMIZED BUDGET REQUEST

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Expected Cost</th>
<th>Fundraising or Out-of-Pocket Contributions</th>
<th>Amount needed from Senate</th>
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**TOTAL REQUEST FOR ___________ SEMESTER:**

* Club Fundraising Request Forms are required for all fundraising activities. Please contact Campus Life for more information.

* All funds requested must be used for their intended purpose and are not allowed to be used for anything other than the purpose they were approved for without consulting with Student Senate.

* Copies of all receipts should be submitted directly to the Director of Campus Life, Kim Irland, as soon as possible following purchase (no more than two business days), and should be signed by the Club Advisor.

By signing this Budget Request, I acknowledge that I have reviewed this document and it meets my approval.

JCC Faculty/Staff Advisor Signature: ____________________________________________ Date: ________________

JCC Club Treasurer Signature: ________________________________________________ Date: ________________

### FOR CAMPUS LIFE OFFICE USE ONLY

<table>
<thead>
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<th>Club Budget Code:</th>
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<th>Required Forms:</th>
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<tr>
<td>☐ Budget Request submitted on ____________</td>
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<tr>
<td>☐ Fundraising Request submitted on ____________</td>
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Budget Approved:  ☐ YES  ☐ NO  Date: ______  Senate Treasurer Signature: ________________________________

Campus Life Director Signature: ________________________________