

Hello Special Interest Groups,

On behalf of Student Senate and the Financial Advisory Board, thank you for taking the time to request Student Senate funding for the 2007-2008 academic year. Providing financial support for Special Interest Groups is one of the most significant aspects of Student Senate.

Contained in this packet you will find two forms that must be completed prior to your group's budget hearing: the Special Interest Group Information Sheet and the Special Interest Group Budget. You will also need to attach a write-up about all purchases and events that your group is involved in. It is vitally important these forms are filled out as accurately and as detailed as possible. I have also enclosed instructions and tips for completing the budget forms and a sample budget application that should be beneficial to your group.

Budget applications are due in my mailbox located in Room 202 of the Hansen Student Center by 5:00pm on Thursday, March 1. When you turn in your budget application, you must also sign up for a time to present your budget to the Financial Advisory Board. This sign-up sheet will be located next to my mailbox. Please only sign up for times listed. If all times are filled or none of the times will work for you, please send me an e-mail.

If you have any additional questions or comments, please feel free to see me during my office hours, e-mail me at [mlieberm@iwu.edu](mailto:mlieberm@iwu.edu), or call me at 556-2977.

Sincerely,

Molly Lieberman  
Student Senate Treasurer

# **Illinois Wesleyan Student Senate Budget Application Instructions & Tips**

The 2007-2008 Student Senate Budget Application consists of two forms. Please read these instructions fully before completing the application.

## **Special Interest Group Information Sheet**

This form is intended to help familiarize the Financial Advisory Board with your group, and will aid FAB in answering any questions it may have about your group. Please be as accurate and as complete as possible.

## **Special Interest Group Budget Form**

List all budgeted items on this form, and if needed, attach additional sheets. Please include an additional page(s) that briefly explains the purpose and reasoning for all requested items.

Additional instructions and tips for completing the budget form:

- Organize requested items in order of preference.
- Provide an itemized breakdown of costs.
- Give subtotals for any large events with numerous costs.
- Be as specific and detailed as possible.
- Give accurate cost estimates; do not over budget.
- Budget for the total cost of everything – FAB precedent is reworked every year, and items that received only half funding in the past may be fully funded this year.
- Be prepared to provide backup for any cost estimates.
- Send someone to the budget hearing who is familiar with the budget.
- Be ready to answer specific questions, such as:
  - How does this event/item fit your groups' purpose?
  - Have you explored other funding options?
  - How many people will attend an event?
  - How does the event/item benefit IWU?
  - Have you done this event in the past?

## **Audit Form**

Please include a detailed write up of the following:

- Any purchases in the past years that your group still has in possession.  
(ie: any equipment pertaining to your club, supplies of any kind, reusable items from any events in the past)
- A list of all events that were budgeted for in the past year, 2006-07. With each of these events, please note if they have been held already this year, will be held in the upcoming months, or plans have been stopped on the project. If you need information on your budget, please e-mail [mlieberm@iwu.edu](mailto:mlieberm@iwu.edu).

# Illinois Wesleyan Student Senate Special Interest Group Information Sheet

Group name: \_\_\_\_\_

Name of person(s) presenting budget: \_\_\_\_\_

Position of person(s) presenting budget: \_\_\_\_\_

Will you be in charge of the group's finances for 2007-2008?    Yes \_\_\_\_\_    No \_\_\_\_\_

    If no, who else may we contact in 2007-2008? \_\_\_\_\_

Approximately how many active members are in your group? \_\_\_\_\_

How often does your group (not executive board) meet?

Weekly \_\_\_\_\_    Twice Monthly \_\_\_\_\_    Monthly \_\_\_\_\_    As events occur \_\_\_\_\_

Does your group charge membership dues? If so, how much?    Yes, \$ \_\_\_\_\_    No \_\_\_\_\_

    If yes, how much does your group retain (i.e. is not sent to a national chapter)? \$ \_\_\_\_\_

Is membership open to all Illinois Wesleyan University students?    Yes \_\_\_\_\_    No \_\_\_\_\_

    If no, what are membership requirements? \_\_\_\_\_

How would you best define your group? Check all that apply.

    Service \_\_\_\_\_    Professional \_\_\_\_\_    Honors \_\_\_\_\_    Activist \_\_\_\_\_

    Religious \_\_\_\_\_    Athletic \_\_\_\_\_    Cultural \_\_\_\_\_    Academic \_\_\_\_\_

What type of events does your group hold? Check all that apply.

    Speakers \_\_\_\_\_    Social events \_\_\_\_\_    Volunteerism \_\_\_\_\_    Cultural events \_\_\_\_\_

    Field Trips \_\_\_\_\_    Awareness \_\_\_\_\_    Athletic events \_\_\_\_\_

Please describe your groups purpose/mission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did your group receive Student Senate funds last year?    Yes \_\_\_\_\_    No \_\_\_\_\_

    If yes, did you group spend 75% or more of the funds?    Yes \_\_\_\_\_    No \_\_\_\_\_

    If no, explain why: \_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, the information on this form is complete and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**THIS IS A SAMPLE BUDGET APPLICATION FORMAT. ATTACHED WOULD BE A PAGE EXPLAINING EACH ITEM. FROM THIS FORM, FAB WOULD THEN DECIDE WHETHER OR NOT TO ALLOCATE FUNDS FOR EACH REQUESTED ITEM.**

## **Illinois Wesleyan Student Senate 2007-2008 Special Interest Group Budget Form**

Date: 2/01/07

Group name: Underwater Basket Weaving Society

Name of person(s) presenting budget: Todd Kumler

Phone number: 556-2473

Phone number:

Phone number:

Total amount requested: \$ \_\_\_\_\_

Amount	Item requested	
\$44.00	National Conference – Registration (4 people)	
\$125.00	National Conference – Travel (4 people)	
\$320.00	National Conference – Lodging (4 people)	(Subtotal: \$489.00)
\$300.00	Basket Weaving Supplies (for 15 people)	
\$450.00	Tournament entry fees (4 people)	
\$750.00	Speaker – Underwater Basket Weaving National Champion	
\$250.00	Formal – Room/pool rental	
\$300.00	Formal – Food	
\$400.00	Formal – DJ	
\$75.00	Formal – Decorations	
\$10.00	Formal – Advertising	(Subtotal: \$1035.00)
\$35.00	Executive Board Retreat	
\$20.00	Publicity Costs	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Please include an additional page(s) briefly explaining the individual items on your budget and why Student Senate funding is necessary for these items.