

Budgeting Guidelines for Graduate Organizations

Graduate organizations may request funds from the Assistant Director of Student Life, 10th floor, Howe Center. This section will be broken into three parts.

- Section 1 **Budgeting Rules:** hard-set rules used when parsing through requests from graduate organization for allotments. These rules will be followed to the letter unless and can only be circumvented with consent from a member of the Student Life Office.
- Section 2 **Budgeting Guidelines:** general guidelines that the Assistant Director of Student Life follows when parsing through requests from graduate organization for allotments. These are more generic “common-sense” rules that should be followed but are by no means set in stone.
- Section 3 **Petition for a Budget Change:** information on how to petition for a budget change.

Make sure the Assistant Director of Student Life has the most current contact information for your organization. A budget template can be obtained by contacting the Assistant Director of Student Life.

Section 1: Budgeting Rules:

- A. Graduate student organizations shall be funded.
- B. **Any requested events must be widely advertised & must be open to all graduate students. This includes off-campus events such as, Ski Trips and or Broadway shows.**
- C. Alcohol, alcohol licenses, or related paraphernalia will not be funded.
- D. Trips to casinos for the purpose of engaging in non-academic related activities will not be funded.
- E. All budgets MUST include a membership list of the organization, an inventory list, and a short (1 page max.) summary of the previous semester’s expenses. Two hard copies of all materials listed above must be handed in by the budget deadline to be complete. The materials can also be emailed. If emailed, please be sure that it will arrive in a format that will print properly.
- F. Late and incomplete budget submissions are not guaranteed for consideration for allotments.
- G. Graduate organizations that overspend may have disciplinary action taken against them; which may include having funding revoked for a period of time going from the current semester upwards of a year depending on the nature of the infraction.

In any case, the organization will be held responsible for an overdrawn account or individual organization debts.

- H. Any approved funding for an organization must be spent on the events for which it was approved, and may only be redistributed by petitioning for a budget reallocation. For example, if an event cost the organization less than the budgeted amount, the money could NOT be used on something else without the permission of the Assistant Director of Student Life. Failure to follow this rule may result in budgetary sanctions.
- I. No graduate organization is allowed to have any outside accounts. All the finances of a graduate organization must be held in an internal Stevens account.
- J. No off-campus dinners will be funded.**
- K. An organization cannot spend more than 50% of their budget on food. Priority will be given to students who use duckbills and/or dining services for food related functions.**
- L. All non-Stevens attendees (family, friends, etc.) must pay full-price. Priority is given to events with a higher percentage of student attendance. Events will be monitored and the organization must provide an accurate list of all attendees.**
- M. Any graduate organization that fails to follow these rules will lose their funding for a full semester.**

Section 2: Budgeting Guidelines:

- A. Refer to Special Functions (10th floor Howe Center) for prices on security and room set-up and cleanup.
- B. Include all room-booking confirmations with events if applicable/available.
- C. Look to past budgets for ideas on how to plan events for your organization.

Section 3: How to petition for a budget change:

Step 1: Put together a proposal, including an itemized budget of the changes, a short introduction stating the reason for change, and any other supporting documents, such as price quotes, contracts or room reservations.

Step 2: Email or drop off a copy of the proposal to the Assistant Director of Student Life.

Step 3: You will be notified via e-mail whether or not your request was approved or not.

Sample Budget

Event Name	Food Sale	Event Date	Wednesday, October 17 th , 2001
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Event Time	12pm – 2pm	Place	Howe Center Lounge
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Organizations Involved	Korean Student Association
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Event Description	This event will give Stevens a chance to experience various delicacy of Korean traditional food. Korean Association members will be serving, and the food will be charged from \$3 to \$5 depending on their school status.
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	Unit Qty if applicable	Qty	Unit Cost	Total Cost
Korean BBQ & Jab Chae		1	\$250	\$250
Korean Salad		2	\$10.00	\$20
Napkins	300	3	\$2.99	\$8.97
Utensils		6	\$3.99	\$23.94
Aluminum Foil		2	\$4.99	\$9.98
Aluminum Containers for Food		4	\$2.50	\$10
Table Clothes		2	\$5.00	\$5
Advertising	per copy	50	\$0.10	\$5

Total Cost	\$343.87
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INCOME (if Applicable)

	Attendance	Price	Income
Undergraduate	50	\$3	\$150
Graduate	10	\$4	\$40
Faculty/Staff	10	\$5	\$50
Total Attendance	70		
		INCOME	\$240

TOTAL COST	\$348.87
TOTAL INCOME	\$240.00
TOTAL REQUESTING	\$108.87