

QUEENS COLLEGE ASSOCIATION(QCA) BUDGET COMMITTEE
REGISTERED STUDENT ORGANIZATION(RSO) PROGRAM
PROPOSAL

RSO: _____

PROGRAM: _____

PROGRAM DATE: _____

PURPOSE

The Budget Committee is the allocating body for all student activity fee (s). The Budget Committee is responsible for reviewing student clubs/organizations budget proposals to determine the funding each student club/organization will receive to carry out their events/activities during the academic year. Each club/organization submits a proposal that is reviewed by the Committee at scheduled meetings. The Committee makes recommendations and reports back to the QCA Board of Directors regarding allocating funds to support clubs/organizations events/activities.

The Committee has the following composition: three student members, one Faculty member, and one Administrator elected by the QCA Board of Directors.

GUIDELINES OF THE QC ASSOCIATION BUDGET COMMITTEE

Please answer **all** questions truthfully:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| Does this program take place on campus? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Does this program take place when classes are in session? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is your proposal co-sponsored by another RSO? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Does this proposal benefit the Queens College community? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you met with a member of OSDL to develop this proposal? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

All proposals must be **typed** and have backup/supporting documentation, including a brief typed description of the program; are they attached? Yes ☐ No ☐

A member of the RSO **must be present** at the meeting to defend the proposal and **be prepared** to answer any question from the Budget Committee; if not, the proposal will be tabled.

All proposals must be submitted no later than **four (4)** weeks before the scheduled program date. Please provide all supporting documentation with your proposal.

Personal garment items will only be considered if they are purchased as program promotional items.

The Office of Student Development and Leadership (OSDL) must process all purchases. No proposals will be considered if funds have been spent before approval.

Alcohol purchase not permissible with student fees.

Student fees will not be donated to charitable organizations.

All proposals must expressly state the amount of funding requested from the Budget Committee.

The attached Application for Allocation form must be fully completed before being submitted.

Any request over \$10,000 needs to have most people in attendance be QC students and take place on Queens College campus.

All proposed programs **must** follow Queens College Association guidelines for budget expenditures.

Any date or content change on approved programs **must** be presented to the Office of Student Development and Leadership and subject to reconsideration.

Caution:

RSOs that do not comply with the last two criteria will be penalized for future programs, including but not limited to non-funding.

I, _____ hereby acknowledge and understand all of the above statements on this page as well as the previous page and agree to comply. I understand that the failure to comply will result in a rejection of this application.

Signature of Student Program Coordinator

Please Print Student Program Coordinator’s Name

Signature of RSO President/or VP

Please Print President’s/or VP Name

Please Print E-Mail Address

Thank you.

QUEENS COLLEGE ASSOCIATION(QCA) BUDGET COMMITTEE
APPLICATION FOR ALLOCATION

DATE _____

RSO NAME: _____

TITLE OF PROGRAM: _____

PROGRAM DATE: _____ TIME: _____

PROGRAM LOCATION: _____

ESTIMATED ATTENDANCE: _____

BRIEF DESCRIPTION:

AMOUNT REQUESTED FROM BUDGET COMMITTEE: \$ _____

TOTAL AMOUNT OF CO-SPONSORSHIPS (If applicable): \$ _____

PROJECTED COSTS OF PROGRAM: \$ _____

I understand that if funding for this program is approved, all expenditures must receive prior approval from OSDL and comply with QCA regulations. No expense will be reimbursed without prior authorization.

Signature of RSO President/ or VP

Date:

Note: If applicable, please share co-sponsorship information below:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Co-Sponsoring RSOs Name	Amount	Account #
President's Signature		

In the following section, list each cost you expect to incur according to the appropriate expense category.

PROPOSED PROGRAM BUDGET REQUEST
(Answer where applicable)

SPEAKERS AND PERFORMERS COST

FACILITY & EQUIPMENT RENTAL COST

PROGRAM REFRESHMENT COST

DECORATIONS COST

OTHER SUPPLIES COST

MEDIA PURCHASES COST

PRINTING COST

POSTAGE COST

OTHER CATEGORIES (LIST EACH SEPARATELY)

TOTAL COSTS:

Please submit your application to:
QCAssociation@qc.cuny.edu

