SBA BUDGET REQUEST GUIDELINES AND DEADLINES
2014-2015

Important Dates:
  Friday, September 5 @ 5pm: Proposed budgets due.
  Thursday, September 11 @ 7 pm: Approved budgets will be announced.

Guidelines:
• SBA funding is available for events that benefit the student body of Washington University School of Law.
• Preference will be given to those events that include participation from multiple student organizations (co-sponsorships). This year, co-sponsorships will be required for all speaker event funding.
• Funding for food for general body meetings will not be approved. Funding for special meetings (like introductory meetings) may be approved, but is not guaranteed.
• SBA will not fund tangible items like organizational flags or most supplies.
• For community service funding, PSAB or SBA’s Community Service Committee is generally a better source of funding.
• The caps on funding to any individual group for particular event types are:
  o Movie Nights -- $40
  o First Meeting of the Year -- $125
  o Publicity Costs -- $30
  o Speaker Events -- $160 per event
• Each group **must** participate in a service event in order to receive funding, see below:

SBA Community Service Event Requirement
• To receive SBA funding, each student organization must participate in one community service event per year. {In order to receive funding for the Spring Semester an organization must have completed or registered for an event prior to requesting funding}
• (1) The event **can be put on jointly with other student groups, but is strongly encouraged to pertain to the group's primary interest** (i.e. immigration law society should put on an immigration related event).
• (2) **At least half of each participating group's members must participate in the event.**
• (3) An individual can represent only **one** organization at each event.
• (4) The event **must be approved** by the SBA community service chair.
• (5) The event does not have to be related to the law.
• If an organization fails to participate in an event that satisfies all of these requirements, then it will not receive SBA funding.

Questions about funding: jai.garg@wustl.edu
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