APPLYING FOR A SOCIETY BUDGET

- Obtain and fill out a Graduate Student Association Society Budget Request form. Forms can be obtained from the Graduate Studies Office, Barnard Hall 102 or on the GSA website: http://web.ccsu.edu/grad/gsa/default.htm.

- Please complete the form in its entirety and attach any additional documents which would offer more information to your budget application.

- Be sure to include contact information, including email addresses or phone numbers for any questions that may arise during the review of your budget application.

- The Society budget request should not exceed $2,500.00.

- Return the budget application form to the Graduate Studies Office, Barnard Hall 102, or email it to the Vice President of Finance, no later than Monday, October 14, 2013. Societies that are unable to meet the October deadline, or that form later in the academic year will have the opportunity to submit a budget for the spring semester deadline on Monday, February 17, 2014. Societies will only be permitted to submit one budget per academic year.

SOCIETY BUDGET APPROVAL PROCESS

- Upon submission of the budget request, the Society will receive an invitation to attend a finance committee meeting for final budget approval.

- The President and/or Treasurer of the Society must attend this budget meeting. If the President or Treasurer is unable to attend this meeting, another member of the society executive board will be permitted to attend.

- Please allow up to 45 days from submission of the request for budget approval.

2013-2014 GSA Board Information:

Nathan Baird  
President  
st_nb4484@mail.ccsu.edu

Colleen Kerrigan  
Vice President of Finance  
st_ck0779@mail.ccsu.edu

Elizabeth DeGrandpre  
Vice President of Programming  
st_ed0362@mail.ccsu.edu

Jordan Lodice  
Secretary  
st_lodicejoa@mail.ccsu.edu

Charlotte Etier  
Marketing and Promotions  
charlotte.etier@my.ccsu.edu
SOCIETY BUDGET APPLICATION

Date: ______________________

Please complete the following information:

Name of Society: ________________________________________________________________

GSA Account Number: ______________________

Society President: ________________________________________________________________

   E-mail Address: ________________________________________________________________
   Home/Cell Phone: (____)___________________

Society Treasurer: ________________________________________________________________

   E-mail Address: ________________________________________________________________
   Home/Cell Phone: (____)___________________

Faculty Advisor: ________________________________________________________________

   E-mail Address: ________________________________________________________________
   Home/Cell Phone: (____)___________________

Purpose of the Society/Mission Statement:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Please indicate the amount your society is requesting for the following line items. Each line item should include an **explanation** for use of funds. Line item requests that do not include an explanation of funds will not be allocated to the society budget.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs</td>
<td>$</td>
</tr>
<tr>
<td>Programming and Events</td>
<td>$</td>
</tr>
<tr>
<td>Promotion</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Budget Requested</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Number of supporting documents attached: ______

**Society President Signature:** ___________________________ Date: ______

**Society Treasurer Signature:** ___________________________ Date: ______

**Faculty Advisor Signature:** ___________________________ Date: ______

**OFFICIAL USE ONLY:**

Date Received: ____________  □ Approved  □ Denied  □ Additional Information Required

Funds Awarded: ____________  Notes:__________________________

VP of Finance: ____________  ____________________________________________