Inter-Residence Council
Budget Committee

How to Request Funds:
1. Talk about supplemental funding requests at your Hall Council meeting
2. Have Hall Council vote to approve supplemental funding requests
3. Fill out the Budget Committee form to request a time to make a formal presentation in front of the entire committee
4. The request form must be completed by 3:30pm on the Tuesday prior to the Budget Committee Meeting you would like to present at. It may be put in the IRC mailbox in Barrows Room 120 or handed to the IRC Treasurer prior to the start of the IRC Meeting.

Some Things to Include in your Presentation:
- Hall Council minutes
- Break down of Hall Council budget (must show the need for supplemental funding)
- All programs should include a thorough description (date, time, how it will benefit the residents)
- All equipment requests should also include a thorough description (price, how it will be used, how it will benefit the residents)
- It must be a Power Point presentation
- Copies of the Power Point must be given to all members of the Budget Committee

Keep in mind that these are only guidelines. We ask that you create your own presentation that will demonstrate your need for supplemental funding. Remember the presentation is formal and you must be dressed business casual. If you fail to give a presentation following all of the guidelines, the Budget Committee will be unable to process your request.