

To: DMC Schools/Programs/Cost/Organization students & advisors

From: DMEC SGA Executive Committee & Advisors

RE: Budget Allocation Request Process FY24-25

The Budget Allocation Requests are due at noon on March 31, 2023. Please digitally send your completed request forms, Cost Activity Statement (CAS form) and deliver 2 meeting minutes along with your Cost's financial statement – generated by Dean/Department Head to arap@dmecs.org. As a convenience to you, and as requested by a Cost officer or advisor, Account Payable will send a copy of the financial statement directly to Trustees. At that time, you will schedule your presentation time. The presentations are all during the noon hour and 15 minutes is allotted for each Cost. Please plan a 5-minute presentation and 5 minutes for questions. At the conclusion of all presentations, SGA Executive committee will meet in a closed session to finalize Budget Allocations.

It is the decision of the Executive Committee to make all Budget Allocation Requests and results open to any DMEC community member wishing to see what was requested and what was awarded. On April 12, 2023 (Monday following the request deadline), a complete copy of request submissions will be available at the front desk. Any student, staff, or advisor may review all submissions. The final awards and committee explanations will be posted online no later than Tuesday, April 27, 2023, some four weeks from submission deadline). In addition to the completed Allocation Request Form, the information indicated on the Rubric/Reasoning/Notes (to be used by SGA Exec Committee), please ensure that your presentation includes answers the following questions:

1. What is your organization's plan to best serve our DMEC community, its mission, and purpose?
2. Were all of your last semester's allocated funds used for the purpose indicated on your last Budget Allocation Request Form-did you spend the money as you said you were going to?  
NOTE: New Costs provide your mission.
  - a. If not, what were the circumstances or justification for a change?
3. Your organization is requesting \$\_\_\_\_\_ (amt. indicated on this semester request). What additional financial goals does your Cost have planned to meet your overall budget?
4. How will your Cost/organization use additional raised funding to serve DMEC and the St. Louis City Community?

These questions are based upon the requirements specified in the Budget Allocation Policy and intended to assist the presenters to offer as complete and consistent picture as is possible. The Budget Allocation Request process is like the writing of and awarding of a grant. Excellent experience!

**Each Cost/organization presentation will be a maximum of 15 minutes.**

**Please prepare to spend equal time:**

1. **Reviewing your organizations service to DMEC & last semester events and expenditures.**
2. **Presenting your organizations plan for this semester.**

**You're SGA Executive Committee and Advisors are here to be helpful in this process. Please do not hesitate to call on us for assistance or to answer any questions you may have.**

# Standard Group Association

## Allocation Request Form

Allocation Period \_\_\_\_\_

Deadline for submission of request: \_\_\_\_\_

For successful Allocation Consideration,

1. Costs are a recognized campus organization (a copy of your constitution & by-laws are on file with SGA and all current paperwork has been submitted to DMEC Accounting Manager).
2. Included with this form are:
  - \_\_\_\_\_ Current Cost Activity Statement (CAS form-found on line)
  - \_\_\_\_\_ Copies of minutes from 2 regular organization meetings (previous year or semester)
  - \_\_\_\_\_ You're Cost financial statement (previous year or semester-obtain from Accounting))

### Part 1: Required Information

**Organization Name:** \_\_\_\_\_

**Purpose of Organization:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Members in organization:** \_\_\_\_\_

**Period Organization has been in existence:** \_\_\_\_\_

**Meeting Dates/Times/Locations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost President:** \_\_\_\_\_

<b>Phone Number:</b> _____	<b>Email Address:</b> _____
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**Cost Treasurer:** \_\_\_\_\_

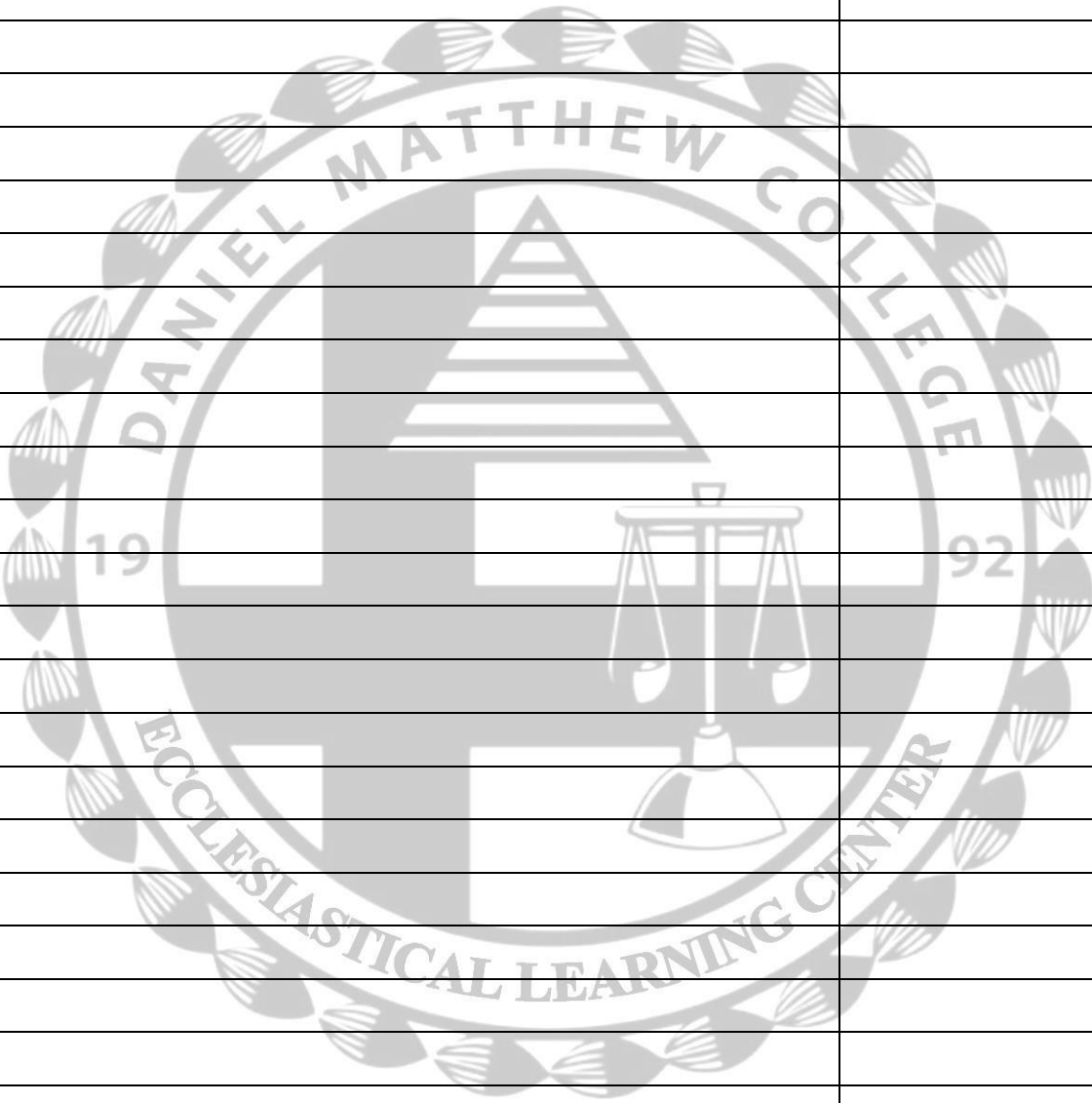
<b>Phone Number:</b> _____	<b>Email Address:</b> _____
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**Cost Advisor:** \_\_\_\_\_

### Part 2: Itemized Budget Request

Description of items for which you are requesting funding	Amount Requested
Total:	

<b>Description of items for which you are requesting funding</b>	<b>Amount Requested</b>
<b>TOTAL BUDGET REQUEST:</b>	\$



**Part 3: Signatures**

<b>Cost President Signature</b>	<b>Cost Treasurer Signature</b>	<b>Advisor Signature</b>

*My Signature above affirms that I have completely read and understand the budget criteria and that the itemized request herein is accurate to the best of my knowledge.*

**DO NOT WRITE BELOW THIS LINE—FOR SGA USE ONLY**

**Total Amount Allocated**

**Rubric/Reasoning/Notes (SGA Use ONLY/Provided to assist you in development of your application):**

Factors the Standard Group Association will consider in approving, denying, or amending budget proposals or line items include, but are not limited to,

Purpose of the organization,

Size of the organization (the number of students it actively involves). \_\_\_

Organization's influence (the number of students its activities serve). \_\_\_

Organization's unique value to Daniel Matthew College (contribution to the college's mission and purpose).

Organization's history of use of funds.

Organization's history of/and planned fund-raising activities. None at this point!

Preference will be given to larger, more active Costs that have a history of, and indicate an intention to spend money in ways that benefit the entire Daniel Matthew College community. Expenditures that are inconsistent with the mission and vision of Daniel Matthew College, or with Board policy, will not be approved.

