Financial Request Checklist

For Club Liaisons

The following checklist was created to help SGA liaisons check over budget requests to the Student Government Association. Please fill out the checklist and sign the bottom. Then return this checklist to Vice President Liz Braun. If you have any questions, please feel free to contact Treasurer Alaimo or Vice President Braun at alaimonim@my.ccsu.edu and braunela@my.ccsu.edu.

Club Name: ____________________________

Club Information Sheet

☐ Organization Name
☐ SG Account Number
☐ Estimated Full Time Members
☐ Club Objective/Mission Statement
☐ President’s Name/Signature/Phone Number/Email Address
☐ Treasurer’s Name/Signature/Phone Number/Email Address
☐ Current SA/LD Program Advisor’s Name/Signature

Base Budget Request

☐ Accurate dollar amount in each line item of the category chart
☐ Accurate total amount being requested

Attached Documents

☐ Each line item the club is requesting (ex. Coaching, Entertainment, Refreshments, etc...)
☐ Breakdown of expenses in each line item
  ☐ Explanation of what the money is being used for (Ex: to see the Broadway show Wicked)
  ☐ How and where the club got the quotes (Ex: Found ticket prices online at broadway.com)
  ☐ Calculations of expenses (Ex: 35 students x $70 tickets = $2450; 35 students x $20 out of pocket = $700; $2450 ticket cost - $700 contribution = $1750 requested from the SGA)
  ☐ Explanation of how each part of the request complies with the club’s mission statement and will impact the CCSU Community (Ex: The Musical Theatre Club would benefit from seeing this show, as it is a great example of turning literature into a musical. All CCSU students are able to purchase tickets at the CENtix box office. We hope this trip will cultivate an appreciation for musical theatre and recruit members to our club.)
☐ Minutes (notes/decisions) from a club meeting where the club’s base budget request was voted on and approved. (For more information on taking minutes, the club can go to the SA/LD page on ccsu.collegiatelink.net)

Liaison Signature

☐ Liaison, please sign the club’s request.

I have read this club’s base budget request and have checked the criteria above.

Print Name _____________________________ Signature _________________________ Date __________