2011 SOCIETY BUDGET REQUEST FORM

Directions and Explanation of the funding process:
1. Complete this form, including all requested information, signatures, and materials as appropriate to your budget request.
2. Submit this form and all materials to the Graduate Studies Office, Barnard Hall Room 102, by Monday, October 31, 2011.
3. You will receive an invitation to attend a finance committee meeting for final budget approval. The President and/or Treasurer of the society must attend the Finance Committee Meeting for approval. Subsequently, at least one member of each Graduate Society must attend GSA Finance Meetings. Failure to do so will render the Society Budget frozen.
4. Please allow 30 days from submission of budget request for approval.
5. Please limit your budget request to no more than $2,500.

Please complete the following information:

Name of Society: ____________________________ GSA Acct #: ____________
Society President: _________________________ Email: _____________ Phone: (___)
Society Treasurer: _________________________ Email: _____________ Phone: (___)
Faculty Advisor: __________________________ Email: _____________ Phone: (___)

Purpose of Society/Mission Statement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Please outline the line item amounts for the following categories for your base budget. Please attach any additional information to explain the allocation of fees.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs (please explain)</td>
<td>$</td>
</tr>
<tr>
<td>Events and Programs (please list)</td>
<td>$</td>
</tr>
<tr>
<td>Advertising</td>
<td>$</td>
</tr>
<tr>
<td>Travel (please explain)</td>
<td>$</td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
</tr>
<tr>
<td>Other Expenses (please explain)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET REQUESTED</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET ALLOCATED (GSA use only)</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Number of Supporting Documents Attached: ______
Submitted by:
Society President: ________________________________ Date: ____________
Society President: ________________________________ Date: ____________
Faculty Advisor Signature: ______________________ Date: ____________

GSA USE ONLY: [ ] Approved [ ] Denied [ ] Additional Information/Documentation Required

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GSA Vice President of Finance: __________________________ Date: ____________
GSA Vice President: ________________________________ Date: ____________

If you have any questions or concerns consult the GSA constitution or contact an executive board member.

**Fall 2011 GSA Board Information:**
Kaitlyn Dyleski, VP of Finance          Veronica Young, GSA President
st_dyleskik@ccsu.edu                   stVy3332@ccsu.edu