**Fall 2016 Budget and Funding Request**

**Panhellenic Council and Interfraternity Council**

|  |  |
| --- | --- |
| **Organization:** |  |
| **President’s Name:** |  | **Email:** |  | @albion.edu |
| **Treasurer’s Name:** |  | **Email:** |  | @albion.edu |
| **Advisor’s Name:** |  | **Email:** |  |  |

**STATEMENT OF DISCLOSURE:**

We the undersigned members, certify that the information included within the budget proposal is true and correct to the best of our knowledge. Any funds received from Student Senate shall be used exclusively for the activities described within, unless a formal request is made to the Senate Appropriations Committee. The organization we represent recognizes, understands, and agrees to follow the guidelines for student organizations, as stated in the Albion College Student Handbook and the SAF Guidelines.

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| --- | --- | --- | --- |
| **President’s Signature:** |  | **Date:** |  |
| **Treasurer’s Signature:** |  | **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Total Amount Requested:**(add all requests from all budgets to get total) | **$** |  |

**Please list requests in the order of priority. Prioritize each item according to your chapter’s needs. For each request please provide a brief explanation as to why it is needed**.

|  |  |  |
| --- | --- | --- |
| **Priority** | **Amount Requested**  | **Explanation of Request** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**List of Approved Items for Request**

In accordance with Student Senate rules and guidelines, these are the suggested items that can be requested but are not limited to:

* Conference / Retreat fees such as registration and travel
* Philanthropic and/or Community Service Expenses
* Formal travel
* Apparel costs (up to $200 maximum)
* P/R costs
* Brotherhood/Sisterhood events (exclusive to the membership of that chapter), and
* Materials / Expenses that enhance the chapter mission statement in some form.

DUE DATE: September 12, 2016, 5:00pm to:

Jon Collier

 Associate Director for Greek Life and Student Organizations

 Campus Programs and Organizations

 3rd Floor, Kellogg Center

 or

 jcollier@albion.edu