**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:** |  | @albion.edu |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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
* T-shirt printing costs (up to $300 maximum)
* Brotherhood/Sisterhood events (exclusive to the membership of that chapter), and
* Materials / Expenses that enhance the chapter mission statement in some form.

**List of Items Not Approved for Request**

In accordance with Student Senate rules and guidelines, these are some items that cannot be requested:

* Gifts, gift cards, etc.
* Prizes (raffle or otherwise)
* Giveaway items (PR items such as phone backs or pens are allowed)
* Items that the chapter is going to sell (even if that profit is going to a charity or philanthropy)

**DUE DATE: Please contact Kristen Sarniak for due date
When finished, send to:**

Kristen Sarniak

 Assistant Director for Greek Life and Student Organizations

 Campus Programs and Organizations

 3rd Floor, Kellogg Center

 Or

 ksarniak@albion.edu