



Annual Budget Request Procedures

Graduate clubs requesting funding from the Graduate Student Council (GSC) must follow the below procedures at the beginning of the academic year to receive a budget. Supplemental requests may be made throughout the academic year if the budget permits.

1. Club rosters must be submitted electronically to Student Development and the GSC by the deadline set forth by Student Development. Graduate clubs that submit their roster by the fall deadline will be given a starting budget of \$500.
2. Graduate clubs must complete the *GSC Annual Budget Request Form* and submit this to the GSC for review by the second scheduled meeting. Requests will be reviewed by the E-Board and club delegates (delegates are chosen by each individual graduate club and serve in this role for one full academic year).
 - a. Forms should be completed by the clubs as a group effort and should account for events planned during the academic year, July 1st – June 30th.
 - b. Requests include on-campus events, guest speakers, conference requests, and/or other events the organization would like to sponsor.
3. Clubs will be informed of their budget after the financial committee has been able to convene and review requests.

Individual Budget Request Checklist

Graduate clubs will be given a budget for their club to use during the academic year. Groups are still required to complete the Budget Request Packet prior to any event they will be attending and/or hosting. Please refer to the steps below.

1. Complete *GSC Individual Budget Request Form* for all proposals.
 - a. If the request requires Chartwell's assistance a minimum of 3 weeks is required
 - b. If the request requires a contract or travel a minimum of 8 weeks is required
 - c. If the request is occurring during the summer, groups should complete the paperwork prior to the end of the spring semester
2. Complete Student Organization Travel Proposal (*if applicable*)
3. Complete Extra-Curricular Travel Form (*if applicable*)
4. Complete Airline/Conference Registration Information Form (*if applicable*)

5. Have all participants complete and sign the Waiver for Participation for any requests occurring off-campus (*if applicable*)
6. Have all participants sign the Travel Reimbursement Agreement (*if applicable*)
7. Complete Vehicle Reservation form and attach copy of driver's license (*if applicable*)
8. If traveling, maintain and keep a copy of **all forms** that pertain to the trip and which contains a list of emergency contacts for each participant
9. Retain all receipts, invoices, boarding passes, and/or conference badges and submit them to Student Development upon return or completion of the event. Failure to submit this information may delay or void a payment/reimbursement due.

If the request is for travel, the student group will need to appoint a Trip Coordinator. The Trip Coordinator will serve as the contact for all correspondence and will meet with the Graduate Student Council Advisor in the Office of Student Development to discuss the details of the trip and make necessary reservations. Students are required to travel via the same transportation mode on the same dates and must stay in the same approved hotel, varied travel dates/lodging accommodations will not be approved

- a. If a member of the group is required to attend a pre/post conference event they should complete a separate Budget Request Worksheet and provide documentation supporting the change in dates.

If approved to travel, all members participating in the trip will be subject to the policies of the college and are to conduct themselves in accordance with the Campus Code of Conduct. Students should review the **Off Campus Travel Emergency Guide** and follow guidelines to address emergencies, including reporting processes.

Important Budget Request Notes

- Consult with your graduate club and advisor before presenting any requests against your club's budget.
- Ensure requests are submitted prior to the deadline set forth above.
- If the event requires travel with a Stockton vehicle, the vehicles are only allowed to be driven by paid University employees.
- Students who are not yet 18 years of age must have a parent/guardian sign a waiver **prior** to participating in activities that require a waiver.
- Any vendor receiving payment for an event must be registered in the Banner system.
Paperwork and instructions are available in Student Development

Quick Travel Tips

- Take advantage of conference early bird registration fees when possible
- Overestimate flight expenses for your own reference as they change daily
- For local trips and when pool vehicles are not available, Stockton Auxiliary Services, Inc. (SASI), has a limited number of shuttle vehicles available at an hourly rate
- October/November and March/April are busy travel months so if your conference is during those times, scheduling a meeting with your advisor as soon as possible