Spring 2017 Budget Request Timeline

January 5th: ASI office sends budget request packets to student organization president, vice president, treasurer, and advisor.

January 30th – February 8th: Treasurer is required to attend one mandatory budget workshop. We recommend presidents and vice presidents attend a workshop with the treasurer.

February 10th: Requestors must email Jennifer Shoemaker (jennifer.shoemaker@csuci.edu) completed budget packet no later than 5 p.m. Completed budget packet includes:

- Budget Request Excel
- Budget Request Power Point
- Signed BASC procedures (submitted on CI Sync) https://orgsync.com/52346/forms/235703

IMPORTANT: Budget packets turned in after the deadline of February 10th by 5 p.m. will not be accepted.

February 13th – 19th: Budget requestors must sign up for a budget presentation time. Jennifer Shoemaker will email a sign up link to each requestor. Sign-ups are on a first-come, first-served basis. Organizations that fail to sign up by February 19th will not be eligible for funding.

February 20th – March 17th: Present budget PowerPoint presentation to the BASC during your assigned budget presentation time.

April 27th: BASC presents to ASI Board