

# Spring 2017 Budget Request Timeline

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

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

**February 10<sup>th</sup>:** Requestors must email Jennifer Shoemaker ([jennifer.shoemaker@csuci.edu](mailto: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 10<sup>th</sup> by 5 p.m. will not be accepted.**

**February 13<sup>th</sup> – 19<sup>th</sup>:** 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 19<sup>th</sup> will not be eligible for funding.

**February 20<sup>th</sup> – March 17<sup>th</sup>:** Present budget PowerPoint presentation to the BASC during your assigned budget presentation time.

**April 27<sup>th</sup>:** BASC presents to ASI Board