

Dear Student Leaders,

It is almost time to prepare your budget proposals for next semester. All active groups and provisional groups which have met the requirements to change their status should submit a budget request for consideration. When our new Guidelines are announced June 1, please refer to this letter and the Appropriations Committee's Funding Guidelines as you prepare your budget submissions.

The Student Bar Association's Appropriations Committee reviews all student organization budget requests. Funding for **all new and previously inactive student groups is allocated to groups through our supplemental funding process** on an event-by-event basis. If you have any questions about your status as a new or inactive group, please contact me or the Office of Student Life.

**Existing groups must submit budget requests using the attached templates by 5:00PM on July 15.** The committee will only consider all properly submitted budget requests.

A copy of these instructions, the Appropriations Committee Funding Guidelines, the Past Expenditures Template, and the Budget Request Template are available on the **Student Bar Association Website**.

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The Budget Application Form contains three parts: **(1) Cover Letter, (2) Previous Year's Actual Expenditures, and (3) Proposed Budget for Upcoming Semester.**

**(1) VALUE STATEMENT** – Value statements are required for all groups submitting budget requests. The value statement is your chance to tell us what your group's plans are for building community next year and how your plans for the year relate to those values.

The Appropriations Committee makes allocation decisions based on several factors, including:

- Funding levels based on the Appropriations Committee Funding Guidelines;
- Timeliness of a budget submission;
- Management of funds in previous semesters;
- Level of specificity in an organization's request;
- Number and variety of activities planned
- Number of students served, both as organization members and event attendees;
- Availability of activities to both day and evening students.

**(2) PREVIOUS SEMESTER’S ACTUAL EXPENDITURES** – In this part of the budget, you will tell us how money has been spent this year. Please focus specifically on the Fall Semester of the previous year as you budget for the coming Fall Semester. Discuss the expenditures for the events you held point-by-point, in as much detail as possible. Please use the Past Expenditures Template attached in the email.

***Fall 2019 Documents:*** If any organization is unable to locate their old budget submission documents, I have access to all documents submitted by organizations for the Fall 2019 budget cycle. Feel free to email me for a copy of your group’s files.

***Leftover Funds:*** Funds allocated by the Student Bar Association do not roll over from semester to semester for student organizations. However, funds raised through outside sources like firm donations and Bar Review fundraisers can be rolled over and credited in the student group’s Fall 2020 budgets. The SBA Treasurer monitors student accounts and will earmark funds that are eligible to be rolled over.

**(3) PROPOSED BUDGET FOR NEXT SEMESTER –**

- **Required Proposed Budget Template.** Please use the Budget Request template in this email. The Budget Request must be submitted in the form of the template provided. Please do not add additional columns as the submission will not be compatible with the system in which we review the budgets.
- **Give as much detail as possible.** It is in your group’s best interest to provide a detailed budget request. For example, if you want funding for snacks and refreshments, tell us from where you will purchase them and how much they will cost (i.e. \$200 from Bon Appétit – \$50 for drinks and \$150 for spinach and artichoke dip based on expected attendance). Each item should list expected attendance and the tentative date of the event.
- **Event Types & Interest Areas.** Please note where your event falls into the following Event Types:

Conferences & Symposia	Panel Discussions & Debates
Film Screenings	Pro Bono & Volunteering
General Meetings	Social Events (Small, < 50 People)
Guest Speakers (High Profile / Attendance)	Social Events (Medium, 50-150 People)
Networking (Alumni Connections)	Social Events (Large, > 150 People)
Networking (Career & Issue-Oriented)	Other (please describe)

- Please note the types of law your event covers in the Interest Area column:

Administrative and Regulatory Law	Human Rights Law
Alternative Dispute Resolution	Intellectual Property
Antitrust Law	International Trade
Appellate	Legal History & Theory
Commercial and Contract Law	Military & National Security
Communications Law	Political & Election Law
Constitutional Law	Professional Responsibility & Ethics
Corporate Law	Political or Election Law
Criminal Law and Procedure	Real Estate
Education Law and Policy	Securities
Employment and Labor Law	Taxation
Entertainment Law	Torts
Environmental Law	Trusts and Estates
Family Law	Urban Development & Land Use
Health Law, Policy, and Bioethics	Other (please describe)

- **Capital Investments & Equipment Purchases.** Please include any ideas you may have for essential capital investments or purchases that could benefit multiple student organizations through a sharing program. These suggestions are not meant to comprise a segment of your own budget request, but rather are intended to assist identifying items that SBA should invest in on behalf of all students.

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## HOW TO SUBMIT YOUR BUDGET

To submit these required documents use the attached forms or find them on the SBA website. The form has three parts for uploading the documents, and the submission will close at 5pm on Wednesday, July 15th, at 5:00PM.

I am available via email at [sbatreasurer@georgetown.edu](mailto:sbatreasurer@georgetown.edu) if you have any questions during the budgeting process. Please do not hesitate to reach out. Thank you for all the hard work you do for your student organization. We look forward to working with you in the coming semester!

Sincerely,

Suzanne Dabage De La Espriella  
Student Bar Association Treasurer