**SFCC S&A BUDGET DEVELOPMENT**

**TIMELINE**

# WINTER / SPRING 2019

**JANUARY 28, 2019 (Monday) – 2:30pm – 4:00 pm in Building 17 SUB Lounge AB-** Budget workshop for club advisorsand student representative. Budget Guidelines and budget forms will be reviewed to assist in club budget preparation. **Excel Spreadsheets are available on the network drive under Club Advisors – 2019-2020 Budget Development.**

**FEBRUARY 22 2019 (Friday)** – Return the front page of your Preliminary Budget to Shelli Cockle in the Student Support Services Office. Please be sure that the club advisor and a student representative have signed on the signature lines. Then email a digital copy to Shelli Cockle and Heather McKenzie WaitE no later than **noon.**

 **MARCH 1-8, 2019 -** Preliminary review of club budgets by JSAFBC Committee. Clubs/Organizations will be contacted by the Budget Committee for clarification of budgets requests if necessary.

**MARCH 8, 2019 (Friday)**  - Return Preliminary Budget recommendations to clubs/organizations for revisions:

Please contact the Student Programs Office at **533-3338** to schedule a formal review/appeal of your recommended club budget. Reviews will be held at 15-minute intervals.

**STUDENTS AND ADVISORS PLEASE NOTE: Advisors and students must be present for the budget appeals process. Please schedule a time that does not conflict with your class schedule.**

**MARCH 12, 2019 (Tuesday) 3:00 - 4:30 – Senate Chambers -** Formal appeal of budget recommendations presented by club representatives and advisor. This is not required if the club/organization agrees to the preliminary revision.

**MARCH 14, 2019 (Thursday)** – S&A Budget recommendations will be presented to the Student Senate for review.

**MARCH 15, 2019 (Friday) - Final revisions** due from **all** clubs. Please E-mail one an electronic copy to Heather McKenzie WaitE and Shelli Cockle. Sign (advisor and student) and return a hard copy of the cover page to Shelli Cockle in the Student Support Services Office **before noon.**

**APRIL 4, 2019 (Thursday)** – Student Senate approval on 2019-2020 S&A budget recommendations.

**APRIL 4, 2019 (Thursday)** – Senate approved S&A budgets submitted to the College for presentation to the Board of Trustees.

**APRIL 5, 2019 (Friday)** - Approved S&A budgets included in Board of Trustees packet.

**MAY 21, 2019 (Tue)** – S&A Budgets will be presented to the CCS Board of Trustees by the Director of Student Funded Programs and Associated Students President for initial review.

**JUNE 18, 2019 (Tue)** – S&A Budgets approved by the CCS Board of Trustees.

Revised 1/28/2019