

Budget Proposal Guidelines

- **The link to submit each budget proposal is below and can also be found on the Student Life website:** <https://www.mercy.edu/student-affairs/student-life/clubs-and-activities/forms>
 - **Event By Event Budget Request Form**
 - The Budget Request Form is to be submitted for each single event, **not** one form for multiple events.
 - Submit as early as you desire. Student Life will begin reviewing requests in chronological order of the event date.
 - You will **ONLY** need to present to Student Life on your budget proposal if you plan on spending **more than \$50.00 per event**.
Therefore, any Budget Request Form you submit where you request between \$1.00 and \$49.00, Student Life will review your request, make a decision, and inform you of whether or not you've been allocated funds. If your budget proposal for an event has a total cost of \$50.00 or more, Student Life will contact you and schedule a day and time for your club to present further information and answer questions about your event's budget proposal.
 - When attending a meeting to present, please ensure that you bring any information about your event and the associated costs.
- **All club programming STARTS on Monday, Sept. 16th. (New Clubs can start on Monday, Sept. 23rd)**
- For events, programs, and activities scheduled to take place in:
 - **September 16th to September 30th** – your budget proposals are due online to Student Life by **Monday, August 26th**
 - **October** – your budget proposals are due online to Student Life by **Wednesday, September 4th**
 - **November** – your budget proposals are due online to Student Life by **Friday, October 4th**
 - **December 1st – 7th** – your budget proposals are due online to Student Life by **Monday, November 4th**
 - For any budget proposals that have a total cost of **\$500.00 or more per event**, please submit your Budget Request Forms **45 DAYS IN ADVANCE.**
- **All club programming ENDS on Saturday, December 7th.**
- **Money that has been approved and allocated by Student Life for one event CANNOT be used for a different event.**
- You will only be allowed to use your Student Life allocated funds on fundraisers if: a) you are a newly approved student club/organization or b) you are raising money for promotional materials, including, but not limited to banners, gear, and member appreciation items.
 - For all fundraisers, you **MUST** clearly advertise to and educate the Mercy College community on the cause benefiting from your fundraiser. Student Life allocated funds **CANNOT** be used to simply raise money for your club/organization without a purpose.
- **Each budget proposal MUST contain actual price information for the items, products, services, etc. that you are looking to purchase.** (Examples: If you need to purchase items from a grocery store, go to see how much those items will cost. If you plan on purchasing items online [we suggest finding items on Amazon Prime and using Student Life's Amazon Prime account], research those prices and include them in your budget proposal. If you need to utilize Catering Services through Lessing's at Mercy College, reach out to Catering at cateringservices@mercy.edu to receive a quote or ask Student life for assistance in contacting Catering).