

SBA FINANCE REQUEST FORM

INSTRUCTIONS:

Please complete the attached form and submit it, with the proper signatures, to the Student Bar Association Office, Rm. 257. It may be submitted in either the President or Treasurer's mailbox.

The Student Bar Association meets to hear requests bi-weekly (twice a month). Requests may be voted on by the Board via email or telephone vote, per the discretion of the President and the nature of the request.

The order in which requests are heard will be on a first come, first served basis.

A representative is required to attend the meeting at which your request is being considered. Therefore, it is important to have a well-informed representative.

If the attached form is not filled out in its entirety, the SBA will not hear your request. If you have any questions or concerns, please stop by Rm. 257 or email sba@g.rwu.edu.

FREQUENTLY ASKED QUESTIONS

- *What information is the Board looking for in order to approve my request?*
When it comes to approving allocations, the Board is looking for specific information in order to approve your request. We need this information so that we can justify your request to the Administration at the end of the year. In no certain order, we are looking for: (1) Whether your event is booked/tentatively booked, (2) Where the event is taking place, (3) The date and time of the event, (4) Whether you have contacted other venues to compare price (and most likely, evidence of that comparison), (5) Who will be in attendance at the event, are there CONFIRMED speakers, (6) Whether the event is open to the whole law school, (7) Final price breakdown of what the funding will be used for.
- *What if I can't make the SBA meeting? May I send someone in my place?*
Sending another member of your group in your place is strongly encouraged. That being said, please ensure that this representative has full knowledge of the nature of the request. Lack of information will likely lead to the Board tabling your request, putting you back another two weeks until the next meeting.
- *Am I allowed to request more money on top of the budget I received at the beginning of the semester?*
Yes, you are allowed to request additional funding. However, we ask that you please be mindful of the other student groups when making a request. SBA is allotted a certain amount of funds at the beginning of the year and must budget within those parameters.

