

## **STANDARD OPERATING PROCEDURE**

### **Budget Proposals**

Each student organization will prepare a budget proposal for the next academic year. The proposal will be presented at the spring Allocation Meeting.

Budget proposals should clearly note what the organization plans to host for events, meetings, etc., including the expected expenses that come with them. If an organization asks for an increase in funds for either new or reoccurring events, the student leaders must be prepared to explain the reason for increase.

Budget proposals must be prepared on the provided *Student Organization Budget Document*.