

STANDARD OPERATING PROCEDURE

Allocation Meetings

All student organizations will participate in an allocation meeting in spring semester to propose a budget for the upcoming academic year. Each student organization will complete the *Student Organization Budget Document* in advance and submit to the Student Affairs Office (gmssa@bu.edu). When creating a budget proposal, student organizations are required to include estimated room reservation costs. These costs can be found in the *Room Reservation Estimates Document*. Allocation meetings typically take place at the end of March/beginning of April.

Purpose: for each student organization to propose a budget for the next academic year for approval.

Who will be in attendance:

1. Director of Graduate Affairs
2. Student organization's newly elected president and treasurer
3. Student organization's current president and treasurer

How the meeting will run: student officers will present their proposed budget to the group and answer any questions that arise. Be prepared for staff members to ask your group how previous events went that you plan to run again. Additionally, if your proposal includes increased amounts for previous events, be prepared to explain why.

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