

## **A Step By Step Guide to the SBA Budget Process**

1. Fill out a “Budget Request Form”, and submit it via e-mail to [sbatreasurer@vermontlaw.edu](mailto:sbatreasurer@vermontlaw.edu), by the set deadline. Tip: Be as detailed as possible when describing your event needs. Written price quotes and/or receipts from past years are highly encouraged if available.
2. Your group will be assigned a time slot to present your budget request to the Budget and Finance Committee. Tip: Be prepared to answer questions about attendance at past events, collaboration with other groups, and any steps you have taken to secure funding from an alternative source.
3. The Budget and Finance Committee will review the budget requests and make recommendations to as to how much your group is to receive.
4. Groups can either accept or contest their recommended allocation. Uncontested budgets will be brought to the SBA Senate for approval. Groups contesting their allocation will be given the opportunity to re-present their budget to the Budget and Finance Committee.
5. Contested budget hearings will be held in the same fashion as the initial budget hearings. Tip: You will be given notes/comments by the Committee after your initial budget request. Be prepared to address these in your contention hearing.
6. The Budget and Finance Committee will review the contested budgets and make final recommendations, to be voted on by the SBA Senate.