

DEPAUL  
UNIVERSITY  
COLLEGE OF LAW



**Student Bar Association**  
**Budget Request Form**

Per the College of Law's Student Organization Funding Policy, any DePaul law student organization that wishes to request funding from the Student Activity Fee, through the Student Bar Association (SBA), must submit this form (page 2) to the SBA Treasurer each semester. The SBA Treasurer will email all the student organizations with the applicable deadline each semester.

Funding decisions by the SBA will be made in accordance with the College of Law's Student Organization Funding Policy. Per the policy, student organizations may request funding via this form for the following:

- General body meetings of the student organization's membership
- Events and activities sponsored by the student organization
- Attendance by the student organization's members at conferences
- Participation by the student organization's members at skills competitions
  - ***Provided that prior approval for participation in the competition is obtained from the Dean of the College of Law***, per the policy detailed in the Guidance Memo on Competitions, available from Maria Ayala, [mayala5@depaul.edu](mailto:mayala5@depaul.edu).

The SBA will provide basic office supplies as requested. All requests for office supplies must be made to the SBA Vice President at [depaul.sba.vp@gmail.com](mailto:depaul.sba.vp@gmail.com).

If any organization receives funding for an event, an attendance roster from the event must be submitted to the SBA Treasurer within two weeks after the date of the event. The roster can be dropped off at the SBA office or scanned and emailed to the SBA Treasurer at [depaul.sba.treasurer@gmail.com](mailto:depaul.sba.treasurer@gmail.com).

In planning events and creating their budgets, all student organizations should ensure that they are following all applicable College of Law policies and procedures and that they are working with the Law Business Office, Director of Events, Office of Law Student Affairs, and other pertinent law school departments and administrators.

Please direct any questions about this form to the SBA Treasurer, at depaul.sba.treasurer@gmail.com, or to the SBA President, at depaul.sba.president@gmail.com.

### **Student Organization Budget Request Form**

<b>Student Organization Name:</b>	
<b>Date Form is Submitted:</b>	
<b>Projected Income:</b>	<p>Do your Members Pay Dues: Yes No</p> <p>If yes, how much are the dues? _____</p> <p>If yes, how much income do you anticipate coming in through dues for this academic semester? _____</p>
	<p>Please list all sources of anticipated income for this academic semester (including funds from donors, planned fundraisers, national parent organizations, or any other sources). List each source of anticipated income separately. For each source, list where the funds will be coming from and how much funding will be received (projected amounts).</p>
	Source 1:
	Source 2:
	Source 3:
	Source 4:
	Additional Sources:
<b>Projected Expenses:</b>	<p>Please attach a spreadsheet or chart detailing your estimated expenses for this semester including events, attendance at conferences or competitions, and anything else you anticipate spending money on this semester. For each expense, you must be as detailed as possible, providing a line item budget for each expense.</p>

<b>Current Available Funds:</b>	<p>How much is currently in your organization's account?</p> <hr/> <p><i>The SBA will be verifying the amount listed here with the Law Business Office so you are encouraged to contact the Law Business Office, at LawBusinessOffice@depaul.edu, to check your account and ensure you list the most up-to-date and accurate number.</i></p>
	<p>If any of the funds that are currently in your account are already allocated for a particular expense (such as scholarships or annual large events), please provide a detailed explanation here:</p>
<b>Other pertinent information:</b>	<p>Please provide any additional information that you believe is relevant:</p>