CLUB TRAINING
SPRING 2021

Nathan Baird: nwbaird@colby.edu
Genesis Cazalez: gcazal21@colby.edu
Emmanuel Sogunle: easogu21@colby.edu

Gen’s Office Hours: Wednesdays 11 am-3 pm, Fridays 11 am-3 pm, and by appointment
AGENDA

01 Club Re-Registration
02 2021-2022 Eligibility
03 How To
04 Reminders
05 Timeline
06 Finance Committee
• Fill out Google Form
  • Re-registering is important because:
    • Shows us you are still active and have plans on continuing to be active next year
    • Will let us know that you are eligible for funding and club leader resources/training

• Re-registration form is due: **SUNDAY, APRIL 18TH**
• Form, guidelines, and templates found on the SGA website and will be sent out in an email
ANNUAL BUDGET PROPOSALS
ELIGIBILITY

- Any club projected to spend over $1,000
- Any club that would like an annual budget to work with
- Alternative is the one-time funding request
- Has re-registered
- Submitted their DEI Statement & Club Constitution
HOW TO:

Meet with your club leadership

Set a plan for events the year
- Department Clubs*

Begin filling out the template

Review,
- meet with Gen*

Submit
GUIDELINES
for creating an Annual Budget Request

- Focus on events that support your mission
- Highlight essential requests
- Be as specific as possible
- Include itemized budget
- Prioritize programming
- Include printing costs

DO NOT FORGET
• Clubs have until 4/18 to prepare budget proposals
• 3/30 to 4/16 Gen will meet with clubs who have individual questions about budget proposals
• **Annual budget proposals are due 4/18**
  • 4/19 to 5/2 Gen and Finance Committee (as well as newly elected SGA Treasurer) will review the budget proposals
    • We will also meet with clubs who desire to present their budgets to the group
  • 5/3 to 5/7 budget allocations are preliminarily decided upon
    • Preliminary Budget will be sent out to clubs
    • Opportunity to appeal will be available
• COVID Fund*
FINANCE COMMITTEE

Sam Levitties '21
Charlyna Gonzales '21
Chris Cho '24
Ryan Bedell '21
Laura Powell '22
Jackson Rockett '23
Liya Yang '23
Drake Blossfield '21