

## INSTRUCTIONS FOR THE 2009-2010 ASUC SPRING BUDGETING PROCESS

1. Obtain an ASUC funding application packet from the 4<sup>th</sup> floor of Eshleman Hall. An electronic application must also be downloaded from the website [www.asuc.org](http://www.asuc.org) and you must also obtain an application packet from Eshleman Hall which includes required cover pages. Make sure you obtain the correct application for your student group's classification (i.e. Student Activity Group, Student-Initiated Service Group, Publication Group, or Government & Programs). If you are unsure of your group's classification, please consult an ASUC advisor on the 4<sup>th</sup> floor of Eshleman Hall.
2. Thoroughly read the instructions and the entire application before beginning. **WE WILL REJECT ALL APPLICATIONS THAT FAIL TO COMPLY WITH THESE INSTRUCTIONS (ESPECIALLY WITH REGARD TO PROPER PAGE FORMATTING), AND THE APPLICATION REQUIREMENTS!!** Also, keep in mind that jargon should be explained with parenthesis after the item. This is done so that the reviewers of your application are completely sure of what you are requiring.  
Please remember that this is not only a process to receive funding from the ASUC, but is also key in helping your groups plan out the next years activities. There may be some line items that are non-fundable by ASUC by-laws. Nonetheless, your group should include these in your budgets so that proper preparations can be made in planning for these expenses for the upcoming year. Remember that these expenses are planned expenditures and are estimations. If your group has done similar events in the past then these should provide good examples of how much supplies cost, but in the end remember you are planning for the future not just copying from last year's budget.
3. All groups must submit with their budget application:
  - a. ONE copy of your current constitution.
  - b. ONE copy of your CLL confirmation of registration. You can print out a copy from <http://students.berkeley.edu> or from the Campus Life and Leadership in 102 Sproul. (Note: If you are submitting an application for a new student group, you must first register you group with CLL).
  - c. ONE copy of a *working* 2008-2009 Budget. (There is no specific format for this request. Please provide expense/revenue information for your group's current year activities. If you are a new student group, you do not need to submit a working 2008-2009 Budget.)
4. Complete the attached funding application. Application must be computer printed: handwritten applications **will be rejected**.  
  
If your SISG/SAG is planning more than six programs, attach additional pages of program budgets and a final "Request Summary" reflecting all expenses/revenues (as on page one), as needed.  
  
Please come to our office hours if you need assistance. These will be posted on the ASUC website as soon as they are determined.
5. Make 4 copies of your application. You must submit three copies and keep one for your records. All copies must be double sided.
6. Securely staple your application with a colored cover page (blue=SAG, yellow=SIGS, green=PUB, pink=GOV) in front of each copy. Any other form of binding is unacceptable.
7. Place 3 copies of your application into the manila envelope provided. Please do not seal the envelope. Label the front, upper right hand corner with you group's name and classification (i.e. SAG, SISG, PUB, GOV).
8. Submit your envelope to the 4<sup>th</sup> floor Eshleman Hall by 5PM Friday March 20<sup>th</sup>, 2009. There will be boxes specific for your group type. **LATE APPLICATIONS WILL NOT BE ACCEPTED!!**
9. Submit one electronic copy to the e-mail address [springbudget2009@gmail.com](mailto:springbudget2009@gmail.com) with the appropriate address line:
  - i. For SAGs: (SAG)-Group Name
  - ii. For SISGs: (SISG)-Group Name
  - iii. For PUBs: (PUB)-Publication Name
  - iv. For GOVs:(GOV)-Government Office or Program Name
10. Thank you for completing the process and abiding by the guidelines. All updated information regarding the 2009 Spring Budgeting Process will be posted at [www.asuc.org](http://www.asuc.org).

**ALL APPLICATIONS DUE 5PM, FRIDAY, MARCH 20<sup>th</sup>, 2009**