

Dear Financial Agents,

The groups that compose the campus community are a vital part of a student's life here at Cal. Groups provide students with a vast amount of opportunities and students can even create clubs to fulfill new aspects of our diverse community. For all of these reasons, it is important to apply for funding to continue this unique and crucial part of student life at Cal.

My name is Madelaine Batac and I am writing to announce to you that Spring Budgeting 2009 is officially here. Enclosed are instructions on how to apply for budgeting, guidelines for filling out your application, and a timeline detailing all important dates and deadlines. In addition, all of you who are planning on applying for budgeting for the upcoming year should visit [www.asuc.org](http://www.asuc.org) and click on the student organizations tab. Next, click on the funding/sponsorship link that will take you to the webpage with everything you will need to be able to fill out this year's application.

Please adhere to the instructions and timeline with the utmost attention: failure to do so will forfeit your group's eligibility to receive funding for the upcoming school year. In particular, this year's application is due at **5PM March 20<sup>th</sup>, 2009**; **NO late applications** will be accepted. NO exceptions.

The Finance Committee will use the following criteria to determine your allocation:

- Your completed 2008-2009 Mid-Year Report
- Previous allocations from past academic years
- Total number of years as an ASUC sponsored group
- Total student membership
- Level of activity: number of events, meetings, and activities put on in an academic year
- Total budgeted vs. actual spending (Mid-year report)
- Proposed programs (from the previous budgeting process) vs. actual programs held

Both Senator Saira Hussain, chair of the Finance committee, and myself will be giving two workshops before the application deadline (02/28 & 3/14) to help with any questions you might have about the process. We will be having office hours weekly for drop-in questions and times for these will be posted on the website. In addition, please read through the Frequently Asked Questions document before visiting us.

Remember that this is not meant to be stressful for you or your group, but to be a planning activity for the upcoming year. If you have any concerns, please feel free to contact us during our office hours or by e-mail. We are here to help your group through this process and to allow you every opportunity to receive funding. *In addition, please strictly forward all spring budgeting questions to us and not to your group advisor (Millicent, Rob, or Ann Marie).*

Thank you for participating in the 2009-2010 Spring Budgeting process.

Sincerely,

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