

# Student Life Committee Timeline

## August

- An information meeting will follow the first Student Senate meeting of the semester and will cover basic spending guidelines for the annual budget and be a time for any clubs to ask any questions.

## September

- On the second Wednesday the Student Life Committee will meet with: members from departments that receive Student Life Fee, as well as a representative from all the clubs and their advisor if available, and will go over instructions on how to fill out Annual and Additional Funding Request for budgets. Also at this meeting clubs will be informed of what they need to do to get funding at a certain level, what can cause them to lose a portion of their funding, and how the Student Life Committee meetings are conducted.
- On the fourth Wednesday the Student Life Committee will have a business meeting, which consists of hearing any request for additional funding that come from clubs or departments receiving Student Life Fees.

## October

- On the first Friday in October the Student Life Budget Request Forms are due into Associate Dean of Student Life Kristin Hageman in the Multi-cultural Center by 4:00PM.
- On the second Wednesday the Student Life Committee will be having a closed meeting to reviewing the Student Life Budget Request Forms and make recommendations of clubs that need to present requests.
- On the fourth Wednesday the Student Life Committee will have a business meeting.

## November

- On the second Wednesday in November the Student Life Committee will be hearing presentations of called backed clubs and departments on their budget request, which will be followed by questioning.
- Depending on when Thanksgiving falls and how many Wednesday are in the month, the Student Life Committee will be will have a business meeting.

## December

- If the second Wednesday in December doesn't fall on Finals Week the Student Life Committee will be hearing presentations at the meeting.

## January

- If school is in session the second Wednesday in January the Student Life Committee will be hearing presentations at the meeting.
- On the fourth Wednesday the Student Life Committee will have a business meeting.

## February

- On the second Wednesday the Student Life Committee will make a final decision on the annual budget and the Student Life Fee and send the recommendation to the Student Senate.
- On the fourth Wednesday the Student Life Committee will have a business meeting.

**March**

- On the second Wednesday the Student Life Committee will only meet if the Student Senate does not approve the budget.
- On the fourth Wednesday the Student Life Committee will have a business meeting.

**April**

- On the fourth Wednesday the Student Life Committee will have a business meeting.