Final Budgeting (FY18)
Student Group Presentation

Business Manager Chase Greenfield
Timeline Overview

January 30 & 31 (Monday & Tuesday) - Mandatory student group budgeting information session 7 – 8:30 pm UC 330-331. A representative from each student group must attend either the Monday or Tuesday session. This will be an early opportunity groups to sign up for formal lobbying.

February 9 (Thursday) – Spring Budget and Travel Allocation Requests forms are due by 5 p.m. (NO EXCEPTIONS). Turn in three UNSTAPLED copies of Spring Budget requests at ASUM Office, UC 104.

February 15 -17 (Wednesday through Friday) – Formal lobbying sign up and Executive Recommendations available (posted in ASUM window) in the ASUM office between 9 a.m. and 5 p.m.

February 21 - 24 (Tuesday through Friday) – Formal lobbying sessions 5 - 10 pm UC 330/331.

March 1 (Wednesday) – Final student group budgets posted in ASUM office window and online: www.umt.edu/asmus
Some Basic Information

Student Groups prepare their own budgets. Forms are available on the ASUM [Website](#).

ASUM Budgets by Fiscal Year. The Fiscal Year starts on July 1st and ends on June 30th each year. That means your current budget is available until the end of June, and your budget for next year takes effect at the start of July.

ASUM Budgets by line item. This means that we do not give our organizations “blank checks” but rather a budget for what they can and cannot fund. You will need to request how much money your group wants for specific categories, and ASUM will decide which of those categories to fund and how much to fund them. (We will look at the form soon for an example!)

ASUM Student Groups cannot include Travel costs during budgeting. They must instead apply through the Travel Allocation Process. The only exception are the Sports and Music Unions, which cannot apply for Travel Allocation and must include their travel costs in their budgets.

Budgets can be amended throughout the year through a process called a Line Item Change.
Budget Form

Please read the Instructions Tab first! This will probably answer most of your questions.

The “Group Basics” tab gives us some information about your group that will be helpful to ASUM when we are in our Budgeting Meetings.

The “Budget Information” tab is the section where you will request your line-items for the upcoming year. Please only fill out the line items that you are requesting and leave the others blank.
What to Include in the Budget Form (½)

#1 Piece of Advice: HONESTY.

On the “Group Basics” tab, please fill out ALL blue highlighted areas. We absolutely need ALL of that information. Please include a contact email/# that is checked often.

Do NOT type anything in the “Budgeting Highlights Section” of the budgeting form.

Put all sources of fundraising that you can reasonably and honestly expect. We reward groups that do fundraising. This section will not be used to punish you.

Put an honest estimate of the number of people in your group. We are not impressed or upset when we see a large or low number in that field. It really does help us make good decisions when we have a good gauge there.
On the “Budgeting Information Tab”- please leave inapplicable sections completely blank. No need to put “NA” or zeros in those areas. Do not type in non-highlighted areas.

In the justification section, it would be good to denote your top three priorities.

You have the right to apply for any funding you want, but keep in mind ASUM has ~200 groups that need funding. Very few groups are funded in full. Groups that are typically have budgets that are very reasonable ($300 or less). Keep it concise and reasonable wherever possible.

Describe what the specific items are for each line-item you request funding for. (IE: “Athletic/Rec Supplies” put in exactly what supplies those are and why you need them.

If you plan to collaborate with other groups, consider having only one group request funds for the event/item(s). Otherwise, denote that it is a collaboration.
Formal Lobbying

Occurs February 20 - 23 (Monday through Thursday) from 5pm-10pm UC 330/331.

Student groups will have the opportunity to sign up for a 10-minute slot to talk to all of ASUM about their group and budget during one of these nights. Unions get one 20 min. slot for the entire Union.

Groups can present, perform, bring food, and have a good time with these sessions. This is a really fun time to get to show ASUM what your student group is all about while also giving them valuable information for Budgeting.

Tell us your priorities at lobbying if they have not been denoted in the justification section already. Use your time wisely! 10 minutes goes quickly!

Recommended: Tell ASUM about your group, its membership, and its mission. Then transition to requested items (in order of priority) and why they are important. Leave time for questions (~3-5 min would be ideal).
Formal Lobbying (Continued)

This is mandatory for your group. If you miss this session, your group will not receive funding.

You have the chance to sign up for a timeslot here tonight and between 02-15 to 02-17 in the ASUM Office.

At least one member of your group (ideally the treasurer/president or whoever prepared the budget) must come, though you are welcome to bring as many students to present and talk as you would like!

Food, presentations, and other fun “bribes” for the Senators present have been traditional and fun! (For example: The ASUM President traditionally duals someone from the Medieval Combat Society)
Questions/Comments?