



# Student Senate Appropriations Committee

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## Appropriations *Dos* and *Don'ts*

- **DO** get 910 Account info from Erick Sanchez in Student Life
- **DO** complete the Student Senate Appropriations Online Form OR download Student Senate Appropriations Bill Template @ <https://www.mesacc.edu/students/asmcc/forms-and-documents>
- **DO** write a justification for specific event requests relating to the 4C's (Communication, Critical Thinking, Cultural & Global Engagement, Civic Engagement).
- **DO** have at least a rough outline of a flyer for a specific event request.
- **DO** include food costs for specific event requests.
- **DO** include full up-to-date quote documentation and/or screenshots including any applicable taxes and for flights, food, registration, etc. for conference requests \*example below
- **DO** have your club advisor review the request before submitting it.
- **DO** review Bylaws (Title (7) VII, Article 3).
- **DO** ask questions **BEFORE** the final day to turn in Appropriations request (hint hint).
- **DO** include Club Contribution in your request calculations.
  - Requests totaling \$1-\$499 = 0% necessary club contribution
  - Requests totaling \$500-\$999 = 5% necessary club contribution
  - Requests totaling \$1,000-\$1,499 = 10% necessary club contribution
  - Requests totaling \$1,500-\$1,999 = 15% necessary club contribution
  - Requests totaling \$2,000-\$2,999 = 20% necessary club contribution
  
- **DON'T** submit requests totaling over \$3000 cumulative per school year, or the request will be automatically denied. **Ex: You receive \$2500 for a Fall request. A request submitted in Spring could be for up to the remaining \$500.**
- **DON'T** submit any receipts or requests for any reimbursements (They will NOT be honored).
- **DON'T** submit partial appropriation requests.
- **DON'T** request funds that won't be used for the item, event, conference, etc. outlined on the request form.