



**Stony Brook Southampton  
Board of Finance  
Budget Application  
Spring-2008**

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Please find below the budget application to request funding for your proposed event or your student club/organization. Two categories, student clubs and organizations and individual events, will be considered for funding.

When completing the application, please make sure that all requested information is clearly written. **ALL REQUESTS MUST BE SUBMITTED 14 DAYS IN ADVANCE FROM THE SCHEDULED EVENT.**

All funding decisions are made in a **viewpoint neutral process**. This means funding decisions cannot be based on a group's point of view. Thus, an organization cannot be denied or granted funding or a particular level of funding because it advocates a particular opinion. Viewpoint neutral criteria for evaluating funding proposals would only consider factors that are NOT tied to viewpoint such as, but not limited to, fiscal responsibility, relevance to mission, and level of services provided. Viewpoint Neutrality does not mean that all groups must be funded or funded equally.

To obtain funding, the Stony Brook Southampton Board of Finance, the following steps must be taken:

- Must complete a Stony Brook Southampton Board of Finance budget application and conform with other requirements issued by the board.
- When utilizing the funds, all students must be in compliance with the Stony Brook University Undergraduate Student Government Financial Bylaws <http://www.stonybrookusg.org/images/new%20finbylaws-updated-ASPassed.pdf> and the New York State Guidelines regarding the spending of student activity fees [http://www.suny.edu/sunyp/documents.cfm?doc\\_id=358](http://www.suny.edu/sunyp/documents.cfm?doc_id=358).
- Must possess a clean record of behavior and be in good standing with the Stony Brook Southampton Board of Finance and Stony Brook University.

### **STUDENT CLUBS & ORGANIZATIONS REQUESTING FUNDING**

In order for a student club & organization to be considered for funding from the Stony Brook Southampton College Board of Finance, they must comply with the following requirements:

- Must be primarily based at the Southampton Campus.
- Organizations must be a registered club with the Office of Activities;
- Membership must be open to all undergraduate students.
- Must function under a duly-adopted organization constitution in accordance with the laws of the Undergraduate Student Government.
- Events must meet the goal and mission of the student group as stated in their constitution.
- Must meet regularly and in accordance with its Constitution.
- Dissolution Clause - All clubs that are funded by the Undergraduate Student Government must have a stipulation in their constitution stating that all assets purchased with USG funds will be the property of USG

### **EVENTS REQUESTING FUNDING**

Undergraduate students seeking funding for an event on the Southampton Campus must comply with the following requirements:

- Event must be open to all Stony Brook Undergraduate Students.
  - Students must work with at least one member of the Board of Finance on the event.
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### STUDENT GROUPS ONLY

Student Group Name: \_\_\_\_\_

Primary Student Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name & Department of Faculty

Advisor: \_\_\_\_\_

Approximate # of active current members: \_\_\_\_\_

### EVENTS ONLY

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Venue of Event: \_\_\_\_\_

Name of Primary Student Contact for the Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Board of Finance Member for the Event: \_\_\_\_\_

What is the purpose of this event?

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Print Student Affairs Staff Name: \_\_\_\_\_

Student Affairs Staff Signature: \_\_\_\_\_

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