

Financial Request Checklist

The following checklist was created to help CCSU Clubs and Organizations create budget requests to the Student Government Association. Please fill out the checklist and have the club President or Treasurer sign the bottom.

If you have any questions, please feel free to contact the SGA at SGAFinance@ccsu.edu or your SGA Club Liaison.

Club Information Sheet

- Organization Name
- SG Account Number
- Estimated Full Time Members
- Club Objective/Mission Statement
- President's Name/Signature/ Phone Number/Email Address
- Treasurer's Name/Signature/ Phone Number/Email Address
- Current SGA Liaison's Name/Signature
- Current SA/LD Program Advisor's Name/Signature

RECEIVED
MAR 20 2013
BY: *JMA*

Base Budget Request

- Accurate dollar amount in each line item of the category chart
- Accurate total amount being requested

Attached Document

- Each line item you are requesting (Ex: Coaching, Entertainment, Refreshments, etc...)
- Breakdown of expenses in each line item
 - Explanation of what the money is being used for (Ex: to see the Broadway show *Wicked*)
 - How and where you got quotes (Ex.: Found ticket prices online at broadway.com)
 - Calculations of expenses (E.g.: 35 students x \$70 tickets = \$2,450; 35 students x \$20 out of pocket = \$700; \$2,450 ticket cost - \$700 contribution = \$1750 requested from the SGA)
 - Explanation of how each part of your request complies with your club's mission statement and will impact the CCSU Community (E.g.: The Musical Theatre Club would benefit from seeing this show, as it is a great example of turning literature into a musical. All CCSU students are able to purchase tickets at the CENTix box office. We hope this trip will cultivate an appreciation for musical theater and recruit members to our club.)
- Minutes (notes/decisions) from a club meeting where your base budget request was voted on and approved. (For more information on taking minutes, go to the SA/LD page on ccsu.collegiatelink.net)

I have read the checklist and filled it out to the best of my ability.

Print Name

Cody Warner
(VP)

Signature

Cody Warner

Date

3/19/13

Club Information

Name of Club/Organization: College Republicans

SGA Account #: _____

Estimated Number of Members: 12

Mission Statement: The purpose of the college republicans shall be to make known and promote the principles of the Republican Party, among members of the school and community, To aide elections, devebppe political skills, and leadership abilites, as preparation for the future,

Club President Name: Nick Alaimo

Club President Signature: [Signature] Date: 3/19/13

Phone #: 860-575-8922 Email: alaimonim@my.ccsu.edu

Club Treasurer Name: Bridget Sheehan

Club Treasurer Signature: Bridget Sheehan Date: 3/19/2013

Phone #: 860-384-2612 Email: bridget.rose.sheehan@my.ccsu.edu

SA/LD Program Advisor Name: Scott Hazan

SA/LD Program Advisor Signature: [Signature] Date: 3-18-17

Current SGA Liaison Name: Jeremy Trux

Current SGA Liaison Signature: [Signature] Date: 3/19/13

Write your club's name in the box below

Base Budget Request

College Republicans

2013-2014

Base Budget Request

Please enter the dollar amount in the categories (line items) below to show the Student Government Association how your club/organization will use their funding. **On an attached sheet, please explain each request in further detail.**

The attached sheet is a requirement to receive funding. Check the SGA Finance Bylaws for SGA Budgeting Restrictions.

Category (Line Item)	Amount Requested
Coaching, Directing, Instructional Fees	\$
Membership, League Fees	\$
Conferences, Seminars, Workshops	\$
Entertainment, Exhibitions, Shows, Performances	\$
Recognition, Awards, Plaques, Flowers, Honoraria	\$
Refreshments	\$ 150
Speakers	\$
Travel	\$ 4,680
Other (include supplies) (Tee Shirts, Pens)	\$ 4,680 150
	+
Total Amount Requested	\$ 4,980

CCSU College Republicans Base Budget Request 2013

The CCSU College Republicans are asking for a budget of \$4,980. The allocations are as follows:

Refreshments:

The College Republicans are requesting \$150 for refreshments. The CRs host speakers on campus for the educational advancement of the club and student, as well as offer possible job opportunities. The speakers graciously come to campus at no cost to the club, so the refreshments are used to show gratitude to the speakers, as well as the attendees of the events we host.

Other:

The College Republicans are requesting \$150 for other costs. These costs cover supplies for the club, including promotional tee shirts, pens, and pins. The shirts cost roughly \$14 a shirt and each pen costs \$1.50. The shirts will be given to club members to be worn at promotional events and conferences, and other promotional items will be ordered for recruitment at events such as the Club Fair.

Travel:

The College Republicans are requesting \$4,680 for travel. These travel costs include Amtrak and hotel costs for the CRs' attendance of CPAC in Washington, DC every year. CPAC (Conservative Political Action Conference) is an exceptional educational conference for the club. It provides students with opportunities to gather information about the political climate around us, future actions of the Republican Party, and upcoming opportunities that will arise for students

in various states. CPAC also has a career fair every year, which gives CRs countless job and internship opportunities in politics that are otherwise not offered at CCSU.

Club members are responsible for paying conference registration fees, transportation around Washington DC, and food for the duration of the conference. This averages around \$400 for the week per person, as DC is such an expensive city.

\$1,440 of Travel will go towards Amtrak fair to DC from New Haven or Hartford train station, depending on ticket prices and availability. Each ticket costs \$160 as of this year, and the club averages 9 members in attendance at CPAC.

\$3,240 of Travel will go towards hotel rooms for the group at CPAC. The CRs stay in DC for 4 nights and require 3 rooms. Each room costs roughly \$270 a night, totaling \$3,240. This number is based off of quotes from the Gaylord National Hotel, Savoy Suites Hotel, and the Courtyard Marriot Hotel in the area of the conference.

We thank you for your consideration and will happily answer any questions or concerns you might have.

FW: Gaylord National Resort & Convention Center Reservation Confirmation #89246270

Alaimo, Nicholas M. (Student)

Sent: Thursday, March 07, 2013 1:22 PM

To: AndyParrish47@gmail.com; Eichen, Maxine A. (Student); Sheehan, Bridget R. (Student); Szalan, John T. (Student); Warner, Cody A. (Student); Martinelli, Jacqueline M. (Student); Turek, Heather (Student)

This is one of the room confirmations for your reference.

From: Noiset, JoAnn (SALD) [noisetjoc@mail.ccsu.edu]

Sent: Tuesday, November 20, 2012 1:33 PM

To: Alaimo, Nicholas M. (Student)

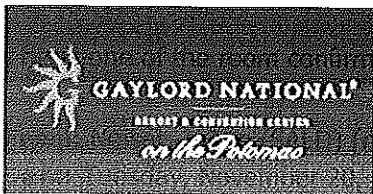
Subject: FW: Gaylord National Resort & Convention Center Reservation Confirmation #89246270

From: 'Gaylord Hotels Reservation' [mailto:reservations@gaylordhotels.com]

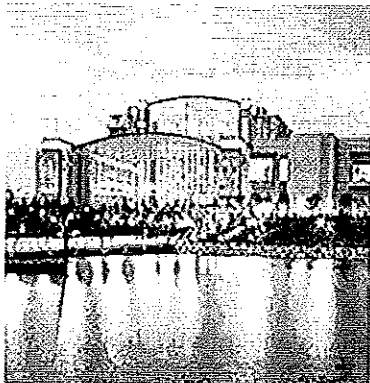
Sent: Tuesday, November 20, 2012 1:32 PM

To: Noiset, JoAnn (SALD)

Subject: Gaylord National Resort & Convention Center Reservation Confirmation #89246270



Gaylord National Resort & Convention Center 201 Waterfront Street, National Harbor, Maryland 20745 USA Phone: 1-301-965-2000 Fax: 1-301-965-4098



Reservation for MR NICHOLAS ALAIMO

- **Confirmation Number: 89246270**
- **Check-in:** Wednesday, March 13, 2013 (03:00 PM)
- **Check-out:** Sunday, March 17, 2013 (11:00 AM)

[View hotel website](#)

[Modify or Cancel reservation](#)

[Driving Directions](#)

[Maps & Transportation](#)

Reservation Confirmation

Dear MR NICHOLAS ALAIMO,

Your hotel reservation is confirmed and we look forward to welcoming you to the Gaylord. In order to provide

FW: Amtrak: eTicket for Your Upcoming Trip

FW: Amtrak: eTicket for Your Upcoming Trip

Alaimo, Nicholas M. (Student)
Sent: Thursday, March 07, 2013 1:20 PM
To: Martinelli, Jacqueline M. (Student); Turek, Heather (Student); Sheehan, Bridget R. (Student); Szalan, John T. (Student); Eichen, Maxine A. (Student); Warner, Cody A. (Student); AndyParrish47@gmail.com
Attachments: ALAIMONIM_MY_CCSU_EDU_2013~1.pdf (16 KB)

This is our receipt, on it has the travel information

From: eTickets@amtrak.com [eTickets@amtrak.com]
Sent: Thursday, January 24, 2013 1:03 PM
To: Alaimo, Nicholas M. (Student)
Subject: Amtrak: eTicket for Your Upcoming Trip

SALES RECEIPT - NOT VALID FOR TRAVEL

Purchased: 01/24/2013 10:03 AM
Retain for your records.



Merchant ID 01050
60 Massachusetts Avenue
Washington, DC 20002
800-USA-RAIL
Amtrak.com

Reservation Number - 91C121

HARTFORD, CT - WASHINGTON, DC (Round-Trip)
JANUARY 24, 2013

Billing Information

JO ANN NOiset	
CENTRAL CONN STATE UNIV-SALD	
1615 STANLEY ST.	
NEW BRITAIN, CT 06053	
MasterCard ending in 2090 (Purchase)	\$1112.00
Authorization Code 095127	
Total	\$1112.00

Purchase Summary

Train 141: HARTFORD, CT - WASHINGTON, DC	
Depart 6:35 AM, Wednesday, March 13, 2013	
8 RESERVED COACH SEATS	\$456.00
Ticket Terms & Conditions	

CCSU SGA Base Budget By-Laws Excerpt

h) Club Budget Restrictions

- 1.1. The SGA will only fund conferences in which some educational value is gained
 - 2.2. The SGA will not fund food for regular club meetings.
 - 3.3. Clubs will be responsible for abiding by all University and State Comptroller guidelines.
 - 4.4. Club base budget allocation will not exceed \$50,000.
- i) During the fiscal year, clubs may submit line item change requests to reconsider specific allocations within their original club budget request. All line item changes will be considered by the finance committee.
- 1.1. In the event that a line item change is rejected and still used by the club, the finance committee reserves the right to retrieve the funds from the club's base budget.
- j) SGA funded clubs reserve the right to petition the Finance Committee for contingency funding throughout the academic year, providing that funding is available.

For the full SGA By-Laws please visit www.ccsu.edu/sqa



Central Connecticut State University Student Organization Minutes

Organization Name: College Republicans Date: 3/19/13

Roll Call:

President's Report: _____

- Purpsoal of the 2013-2014 Base Budget, to ask for 4,900 towards the next years activites.

- He and the club agree to go to CPAC again next year

Treasurer's Report: _____

- She agrees to the presidents proposal

Other Items of Business: _____

- Budget agreed upon

Motions made/Votes taken: _____

- votes to agree to the budget

Submitted by: Cody Warner (vp) Date: 3/19/13