The SAFAC Budget Hearing meeting takes place in April for departments and organizations who are wishing to request a budget for the upcoming academic year (ex: the Budget Hearing that takes place in April 2017 is for determining budget awards for the upcoming 2017 – 2018 academic year).

If you are wishing to submit a request for the Budget Hearing, you will need to submit the following items together to any Student Life office no later than noon on Wednesday, April 5, 2017:

A) Memorandum - This memo should indicate
1. The department / organization that is requesting the funds
2. A main contact person (including contact email and phone number)
3. Statement of request
   - Indicate your department / organization is requesting funds for the upcoming academic year (ex: On behalf of the Departments and programs of the Division of Fine Arts, please consider this request for an allocation of funds from SAFAC for the 2017 – 2018 year.)
4. What the funds will be used for
   - A breakdown of the budget amount being requested (how much money will go to what items),
   - Final total requested amount
5. An outline of spending from previous academic year if funded the previous academic year
   - How much was spent from previous year’s allocation
6. How this request will benefit the students of Collin College

B) Any Supplemental materials
1. Approvals (for large scale events, approvals from the campus VPP and Facilities Scheduling staff indicating that the event has been approved to take place).
2. Price quotes for items (items that may be purchased)

A sample memorandum template is attached (if needed).

This form (ALONG WITH supporting documentation) must be returned to any Student Life office. Completed requests will be assigned a SAFAC Budget Hearing review date and time.

Office of Student Life Use Only

Date Received: ____________________________ Time: ____________________________
Campus Received: CPC PRC SCC Received by: ____________________________
Completed SAFAC Request and Supporting Documentation: YES NO

Comments:

* See SAFAC Procedures & Guidelines, Chapter 7 (Funding Submissions, Item 7.2).

Texas House Bill 1922
With few exceptions, state law gives you the following rights regarding the information collected by the CCCCD about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.

Updated 07.28.16 mlg