

## Budget Overview for Student Organizations

### Annual Allocation:

- Each student organization *automatically* receives \$500 at the start of the academic year. No application or funding request is necessary to access this amount.
  - This \$500 can be used for **any allowable expense**, including those unrelated to legal education or networking. Therefore, if your event or purchase does not have a legal education or networking component, you should use this initial \$500 allocation.
  - This initial \$500 **should not** be included in any of your SFC funding requests.
- 

### Additional Funding Requests:

If your student group requires additional funds beyond the initial \$500, the request must meet the following criteria:

- **Legal Education or Networking Focus:** The additional funding request must clearly demonstrate a connection to legal education or an opportunity for students to network with folks in the legal community.
  - **Submission Process:** All funding requests must be submitted using the budget request forms available on the SFC website.
  - **Detailed Justification:** Clearly outline the type of expense and how it relates to legal education or networking. **The committee may not approve any requests for expenses or events unrelated to legal education or networking.**
- 

## Budget Request Process

### Annual Budget Request:

- Student groups are encouraged to submit budget requests for the upcoming academic year during the April meeting. This request covers funding August of the following school year through May.
  - **Example:** For funding needed from August 2025 to May 2026, submit your request by April 2025.
  - If your organization anticipates summer expenses, include them in your April request. For example, submit funding requests for June 2025 to May 2026 in April 2025.
- During the April meeting, student groups will present their budget requests and be prepared to discuss the events they are requesting funding for.

### Ad-Hoc Budget Requests:

- If you miss the April deadline/meeting, ad-hoc requests can be submitted throughout the year according to specific deadlines listed on the SFC website. Presentations are not required for these requests.
- Late submissions will not be considered by the committee.

### Contact Information:

- For assistance with developing your budget, email Amanda Rochette at [Amanda.Rochette@colorado.edu](mailto:Amanda.Rochette@colorado.edu) or Law Student Affairs at [law.studentaffairs@colorado.edu](mailto:law.studentaffairs@colorado.edu).
  - If you need assistance developing a travel budget, contact Jake Moore in the Office of Student Affairs at [Jake.Moore@colorado.edu](mailto:Jake.Moore@colorado.edu).
- 

### Budget Forms

Two budget forms are available:

- **PDF Form:** Allows for a narrative description of expenses.
- **Excel Form:** Provides a numerical breakdown of the budget.

Both forms are required for your submission. You may also submit additional forms if supplemental information is necessary.

---

### What to Include in Your Budget Request

Please ensure that each budget request includes the following:

- **Event Date:** General month/timeframe of the event.
  - **Event Topic:** Brief description of the event topic and guest speaker, if applicable.
  - **Detailed Expenses:** Item descriptions, quantities, and an explanation of how these purchases contribute to legal education or networking.
- 

### Travel Funding Requests

- Travel requests must be submitted at least **60 days** before the start date of travel.
- There is a **\$5,000 cap** on travel funding per student organization, per year. For additional travel funding, groups should apply for a travel grant through GPSG.

- Prior to submitting travel budget requests, student groups should work with Jake Moore or Amanda Rochette to ensure accuracy.
- 

### **Unallowable Expenses**

Please do not request funding for the following types of expenses:

- Alcohol
- Merchandise for student organization members
- Prizes or awards
- Fundraising activities (both donations to outside entities and collection drives are prohibited)
- Events or expenses unrelated to legal education or networking (use the \$500 discretionary fund for these).

**Important:** The committee will not vote on or approve any requests for non-legal education, non-networking expenses. The initial \$500 annual allocation is available for such discretionary expenses.

This is a non-exhaustive list. For additional clarification, contact Amanda Rochette or Law Student Affairs.

---

### **Allowable Expenses**

Examples of expenses eligible for funding include:

- Food for events featuring guest speakers with a legal education or networking focus
- Supplies for events related to legal education or networking
- Travel expenses for attending legal education or networking conferences

This is a non-exhaustive list. For more details, reach out to Amanda Rochette or Law Student Affairs.

---

### **Examples of Past Student Events/travel that have been Funded**

- Class officers requested and were granted funding for Fall Dessert Bar & Financial Workshop for all students
- Student group requested and was granted funding on exploring the Intersection Between Racial Justice, Social Activism, and Mental Health (paying a local speaker) for all students
- Two student groups requested and were granted funding for a career panel featuring attorneys who are part of historically marginalized groups
- Student group requested and was granted funding to attend a legal education and networking conference for their national chapter