

February 8, 2005

Dear Pomona College Organization Leaders:

As we approach the end of the academic year, it is time for your organization to submit a funding proposal for next year. The annual budget hearings for Pomona College organizations have been scheduled for Friday, **April 22**. Please note the following expectations:

1. Your organization should have elected/selected new officers for next year who share in the responsibility of drafting a budget proposal for 2005-'06. The Proposal must include the following items:
 - The Budget Request Form
 - A mission statement for the organization
 - The names of all active members and their year
 - A complete list of inventory items that belong to the organization (such as computers, books, videos, CD's, uniforms, equipment, etc.)
 - An itemized income and expenditure report from this year
 - A projected budget (itemized) for next year
 - A detailed summary of activities for this year
 - Planned/projected activities for next year

Please be thorough and concise. The **Proposal is due on Thursday, April 14 at 4:45 p.m.** at the **ASPC Office**, located in Suite 244 of the Smith Campus Center.

2. When you submit the proposal, you must sign up for a time slot to appear in front of the Pomona College Budget Committee on Friday, April 22 in the Smith Campus Center, Rm. 208. Times range from noon until 4pm and will be filled on a first come, first served basis.
3. You may consider bringing documentation of past events, such as photos and fliers to the hearing to aid your presentation. Your own copy of the proposal may also be helpful.
4. During the actual hearing, you will have only 10 minutes to present your request and to answer all questions/concerns about your organization. We expect your organization's representative to be punctual and prepared. Because of the tight schedule, the committee may cut you off if you stray from the issues at hand.
5. If you fail to complete this budgeting process for any reason, your organization will need to submit a separate request to the ASPC unallocated fund during the following school year. Be aware that this failure does not only cause inconvenience to the future leaders of your organization, but can also result in decreased financial support for the following year.

If you have any questions, or would like me to advise you on your proposal, please contact me at x75838 (or emla2001@pomona.edu) or Joel Smith, the Associate Director of the Smith Campus Center and Student Programs, at x18610.

Thank you for all of your hard work and I look forward to working with you in the annual process,

Eli Liliedahl-Allen
Vice President, Associated Students of Pomona College