The following is a checklist to make sure that you have not overlooked anything important. Please go down the list to verify that you are turning in the following items:

**Budget Request Checklist**

1. Your Organization Has Been Recognized By The SA For At Least Two Full Years
2. Attended A Budget Workshop Meeting
3. Have Read All Policies And Procedures

**Submit (1) Main Budget Request**

a) Cover Sheet  
b) Annual Budget Application  
c) List of Officers  
d) Statement of Compliance  
e) Checklist

**Submit (1) Flash Drive With Budget Proposal Containing:**

a) Cover Sheet  
b) Budget Proposal  
c) Answers to Questionnaire

*** Answers to the Criteria Questions are not mandatory for a submission of the budget. It is in the best interest of the organization to answer as many of the questions as possible as they will help the Finance Committee in determining appropriate allocations.

Submitted by (Sign, Print, Position): __________________________________________________

Contact information__________________________________________________________