**Final Budgeting Important Dates and Information**

ASUM Final Budgeting is a process in which student groups are allocated funding for the upcoming fiscal year (July 1st, 2020 – June 30th, 2021). Student groups must be recognized by ASUM in order to participate in the Final Budgeting process. If your student group is missing any required paperwork for recognition, your group will not be allowed to participate in this process. ASUM Final Budgeting also does not allocate for student group travel (all travel funding is allocated separately through ASUM Travel Allocation). Below are all the important dates and brief descriptions of the Final Budgeting timeline.

**Budgeting Information Sessions: Sunday, Jan 26th, 7:00-9:00 pm (UC 225), Monday, Jan 27th, 7:00-9:00 pm (UC 326), and Tuesday, Jan 28th, 7:00-9:00 pm (UC 225)**. At least one representative of your group must attend one of these sessions in order for your student group to qualify for ASUM Final Budgeting allocation. Each session will provide an overview of all requirements and processes pertaining to the ASUM Final Budgeting Process, including time for questions at the end.

**\*Spring Travel Requests Due: Friday, January 31st at 5:00 pm.** Travel requests are separate from the Final Budgeting Process.

**Budget Request Forms Due: Wednesday, February 5th at 5:00 pm**. One digital copy of your group’s budget request must be submitted to asum.businessmgr@mso.umt.edu and asum.sgc@mso.umt.edu. Failure to have your budget submitted by 5:00 pm on February 5th will result in your student group not being able to participate in the ASUM Final Budgeting process.

**Formal Lobbying Sign-up Deadline: Friday, Feb 7th at 5:00 pm**. Each group must sign up for a 10 minute timeslot in order to participate in Formal Lobbying. Sign-up sheets will be posted in the ASUM Office starting Monday, Jan 27th and timeslots will be distributed on a first-come-first-serve basis. If your group does not sign up for Formal Lobbying, it will not be eligible for funding.

**Executive Recommendations Posted in ASUM Office: Monday, Feb 10th at 9:00 am**. Preliminary recommendations for student group funding proposed by the ASUM Executives will be available at this time. Executive Recommendations will reflect each group’s priorities as stated during Formal Lobbying. All recommendations are subject to change by the ASUM Senate during Final Budgeting.

**Formal Lobbying: Monday, Feb 10th- Thursday, Feb 13th, 5:00-10:00 pm in UC 225**. During Formal Lobbying, student groups present to the ASUM Senate in 10 minute time intervals that were chosen by the student group the previous week. These presentations should include the group’s purpose, membership, and funding priorities, while also leaving time for questions. If your group fails to attend their allotted lobbying time, then its chances of funding are significantly reduced.

**Informal Lobbying: Wednesday, February 19th, 6:00 pm in UC 225.** At our regularly scheduled ASUM Senate meeting, the Business Manager will reserve a time for student groups who missed the formal lobbying sessions the week before an opportunity to present their budget and speak about their executive recommendation.

**Final Budgeting: February 22nd and 23rd**. The ASUM Senate will meet during this time to allocate funding to all participating ASUM Student Groups based on the Executive Recommendations and feedback from your group.

**Final Budgeting Results Posted: Tuesday February 25th, at 9:00 am**. Final Budgeting results will be posted in the ASUM office at this time.