

## Funding Board Schedule 2019 – 2020

Proposals are due in the Campus Activities Center, **334 Union Building**, by 4:30 p.m.

Please contact the Funding Board Co-Chairperson with questions: kazmierc@lasalle.edu or utt@lasalle.edu

**Funding Board Meetings: 301 Union Building, 12:30 p.m.**

Proposals Due	Meeting Date	Earliest Program Can Occur
Thursday, September 26	<b>Thursday, October 10</b>	Friday, November 15
Thursday, October 10	<b>Thursday, October 24</b>	Friday, November 29
Thursday, October 24	<b>Thursday, November 14</b>	Friday, January 24
Thursday, January 23	<b>Thursday, February 6</b>	Friday, March 13
Thursday, February 6	<b>Thursday, February 20</b>	Friday, March 27
Thursday, February 20	<b>Thursday, March 5</b>	Friday, April 10
<b>**Thursday, March 5</b>	<b>**Thursday, March 26</b>	<b>**Summer 2020/Fall 2020</b>

- **Contact the Co-Chairpersons for the Funding Board to discuss program dates to help avoid any potential roadblocks to the intended date of your program- especially if you are not sure if your program will require a contract or Purchase Order.**
- The Funding Board **will not reimburse** for purchases or agreements **made prior** to the Funding Board **officially approving an allotment** at the Funding Board meeting. The Funding Board will not reimburse for items/agreements purchased prior to the Board's approval.
- There is **NO programming the week before final exams** during the Fall and Spring semesters unless co-sponsored with Late Night La Salle.
- The deadline to submit Student Activities based FB Proposal for Spring 2020 is **Thursday, February 20, 2020 (for the Thursday, March 5, 2020 FB Meeting).**
- **\*\*The Thursday, March 26, 2020** Funding Board Meeting is for **Summer 2020/Fall 2020** conferences, supplies requests & early Fall 2020 programs ONLY.
- **Annual Budget Requests:**
  - **How to Write the Annual Budget Request Workshop:**  
Tuesday, March 3, 2020- 1:00 p.m. or Tuesday, March 10, 2020- 1:00 p.m. in 301 Union Building
  - **Annual Budget Requests Due:**  
Thursday, March 26, 2020- 4:00 p.m. in the Campus Activities Center, **334 Union Building**

### Questions/Concerns:

Chris Kazmierczak, **Director for Campus Activities/Co-Chairperson for the Funding Board**/kazmierc@lasalle.edu/307Union Building  
Mina Koller, Assistant Director for Campus Activities/Co-Chairperson for the Funding Board/utt@lasalle.edu/334 Union Building