



Graduate Student Assembly of Baruch College  
55 LEXINGTON AVE, NEW YORK, NY, 10010

## Budget Appeals Form

Name of the Organization: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Position Held: \_\_\_\_\_

Line/Program: \_\_\_\_\_

Date & Time of the Events: \_\_\_\_\_

Fall Semester [ ] Spring Semester [ ] Both [ ]

Do You Have a Room Booked for this Event? If so, Which Room?: \_\_\_\_\_

| Items         | Budgeted | Other Allocations<br>(Private Accounts, Co-<br>sponsorships, etc.) | Additional Amount<br>Requested | Appeals Committee<br>Allocation<br>(For GSA to Fill Out) |
|---------------|----------|--|--------------------------------|--|
| Refreshments  |          |  |                                |  |
| Contracts     |          |  |                                |  |
| Equipment     |          |  |                                |  |
| Supplies      |          |  |                                |  |
| Miscellaneous |          |  |                                |  |
| Total         |          |  |                                |  |

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please contact the GSA Treasurer for questions, comments, and/or concerns regarding your appeals or the appeal process.

Please answer these questions to the best of your abilities (your allocation will depend on how in-depth your answers are). MAKE SURE YOU READ THE APPEALS GUIDELINES ON BARUCHCONNECT.COM:

1. Describe the program/event you are appealing for. What is its purpose and how will it benefit students?

2. Is this event a new program? If not, how much was allocated towards each line previously?

3. What are the expenditures? Provide a breakdown, and also state an estimation of how many people you expect to attend.

4. Who is the event geared towards? Is the event exclusive to a small demographic? Are outside guests allowed?

5. If the event takes place outside of Baruch, where will it be held? How many attendants will there be? Approximately how many are Baruch students?