



# Student Association, Incorporated

## California University of Pennsylvania

Natali Student Center  
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December 14, 2009

Dear Club/Organization Advisors and Officers:

The 2010-2011 Student Association budget process has begun. Attached is a list of important dates outlining the budget process. Please familiarize yourself with these dates.

Enclosed is your Allocated Budget Request Packet for 2010-2011. This year, more than 110 groups will be applying for over \$2 million in student fees. To succeed in the allocation process, it is vital that your club/organization accurately complete the enclosed budget request documents and adhere to all the instructions and deadlines of the allocation process.

Also enclosed are detailed instructions to help you complete your budget request. In addition to the written instructions, SAI is offering three workshops that will take you through the allocation process, from application to presentation, including discussions about what Student Cabinet looks for in each budget request. We highly encourage you to attend one of these budget workshops:

### Student Association, Inc. 2010-2011 Budget Workshops

Tuesday, February 2, 2010  
11 a.m.-12 p.m. – **Vulcan Theatre**  
Natali Student Center

Wednesday, February 3, 2010  
4:00 p.m. – **Room 206/207**  
Natali Student Center

Thursday, February 4, 2010  
11:00 a.m. – **Vulcan Theatre**  
Natali Student Center

If you have any questions about the enclosed Budget Request Packet or the 2010-2011 allocation process, please contact one of the following:

<i>Kimberly Cupplo</i>	<a href="mailto:cupplo@calu.edu">cupplo@calu.edu</a>	(724) 938-4064
<i>Leigh Ann Lincoln</i>	<a href="mailto:lincoln@calu.edu">lincoln@calu.edu</a>	(724) 938-5270
<i>Jackie Davis</i>	<a href="mailto:dav3591@calu.edu">dav3591@calu.edu</a>	(724) 938-5448

We look forward to facilitating another successful allocation process for each of you.

Sincerely,  
*Leigh Ann Lincoln*  
Leigh Ann Lincoln  
Chief Financial Officer