Undergraduate Budget Committee (UBC)

Chair: Gabrielle Slovikosky (Gabrielle.Slovikos@chatham.edu)

What is the Function of UBC?

UBC receives funding requests from students and student organizations who wish to receive funding for an event, travel expense, or special expense.

Who Can Join UBC?

Any undergraduate student in good academic standing is able to join UBC. Some members of the Chatham Student Government (CSG) are required to join UBC.

What is an [Event Request](#)?

An event request funds an event or a program held on campus for undergraduate students. For example, if a student organization wishes to hold an on-campus event, they can request funds to provide supplies for the event.

What is a [Special Request](#)?

A special fund is a fund that does not necessarily fit within an event or travel request. Special funds may be used to start a fundraiser, but they must be returned after the conclusion of the fundraiser. Special funds may also be used for promotional items for a student organization or for special gifts. Special gifts can also be honorariums.

How Do I Submit A Request?

Any student who wishes to submit a funding request may access their respective funding form found on the [CSG website](#) under Student Organizations. Requests must be submitted by the Friday before the UBC hearing you wish to present at. The Hearing date must be at least four weeks before your event date.

What Happens When I Submit a Request Late?

If you submit a request within four weeks of the event but more than 18 days away from the event, your request is subject to a 30% deduction. The UBC committee may wish to approve or deny the deduction based on the request.

What Do I Do After My Event Has Happened?

After the event has happened, organizations are required to submit the [Post UBC Funding Form](#). Here students submit their receipts from the event, allowing for reimbursement. Additionally, this allows for UBC and Student Engagement to keep a record of the amount of funds that was actually spent from the budget compared to the amount of funds that were allocated for the request.