



## STUDENTS' ASSOCIATION APPROPRIATIONS COMMITTEE

# Program Supplemental Request Guidelines

These guidelines were developed for groups considering submitting a program supplemental request.

- Speak with your Student Accountant or the SA Treasurer regarding your intended program prior to beginning the request process.
- Programs should have the following qualities:
  - Increase knowledge and awareness of a topic, or group
  - Not be for the purpose of promotion of a specific organization
  - Attract and include all members of the student body, and not only those who are members of the organization
  - Although not required, it is recommended for groups to collaborate with other organizations on campus

If you have any questions regarding these guidelines, or are considering submitting a request please contact your Student Accountant or the SA Treasurer: Joe Eckert – [joseph.eckert@rochester.edu](mailto:joseph.eckert@rochester.edu)