

Student Activity Fee Fiscal Year 2025 Budget Deadlines

For Supplemental Budgets:

- Requests for **EVENTS** must be submitted by the deadline. 1 Event = 1 Budget
- Requests for **EQUIPMENT** can be submitted at any time between July 1st, 2024, and February 28th, 2025.
- Budget requests for **REGISTRATION FEES** must be submitted at least 30 days before the registration deadline.
- Once a budget request is submitted, you will be contacted shortly to meet with the board for a presentation. These meetings should happen no later than 2 weeks after submission. Any changes to presentation dates will be communicated with groups that have pending requests.

For Annual Budgets:

- Failure to submit a Midyear or Year-End spending report will make your organization ineligible to request an annual budget during the next Annual Budget submission deadline.

Category	Submission Deadline	Finance Board Presentation Date
Supplemental: September & October	7/31/24	Within 2 Weeks of Submission
Year-End Spending Report FY24*	8/1/24	N/A
Supplemental: November	8/31/24	Within 2 Weeks of Submission
Supplemental: December	9/30/24	Within 2 Weeks of Submission
Supplemental: January	10/31/24	Within 2 Weeks of Submission
Supplemental: February	11/30/24	Within 2 Weeks of Submission
Supplemental: March	12/31/24	Within 2 Weeks of Submission
Supplemental: April	1/31/25	Within 2 Weeks of Submission
Mid-Year Spending Report FY25**	1/31/25	N/A
Supplemental: May & June	2/28/25	Within 2 Weeks of Submission
Annual Budgets FY26***	TBD	N/A
Year-End Spending Report FY25**	TBD	N/A

All **PROMOTIONAL MATERIAL** must include the SAF logo.

*Only required for groups on an Annual Budget in Fiscal Year 2024 (July 1st, 2023 – June 30th, 2024).

**Only required for groups on an Annual Budget in Fiscal Year 2025 (July 1st, 2024 – June 30th, 2025).

***Check SAF Manual for eligibility to apply for Fiscal Year 2026 Annual Budget (July 1st, 2025 – June 30th, 2026).