

Wright State Alumni Network and Society Annual Budget Process

Each Network and Society affiliated with the Wright State University Alumni Association must submit a budget request to the Alumni Association Board of Directors by **September 1st** of the annual year prior to the year for which the funds are being requested.

Budgets typically notate expenditures for upcoming annual events, meeting expenses, student engagement event expenses, etc. Requests do not need to contain event specifics.

Networks/societies are able to roll over 50% of their annual budget allocation (excluding the previous year carry over) funding remaining from one year to the next. The exact roll over amount will be evaluated by the alumni relations staff and business manager at the end of the calendar year. An example of network/society roll over is if a network/society is granted a \$2,000 budget (excluding previous carry over) for the current year and has \$1,000 remaining at the end of the year, the full \$1,000 can be rolled into the next year. If \$1,500 was left at the end of the year, only \$1,000 could be rolled over. **This roll over amount must be requested, it is not automatic.**

Starting in January 2016 (budget request in 2015), each network/society in good standing with the Alumni Association will receive a base amount of \$1,000 for the calendar year. Networks/societies have the opportunity to receive up to an additional \$1,000 each year through the incentive structure. The incentive structure was developed by the Alumni/Student Engagement Ad-hoc Committee and approved by the Alumni Association Board of Directors in 2015.

Network/Society Incentive Budget Model	
Criteria	Amount earned for network/society
Collaboration with another network or society on an event	\$250.00
Hosted events in 3 out of the 5 focus areas	\$250.00
*Total revenue from events over the calendar year	Dollar for dollar match by the Alumni Association up to \$500.00

**The total revenue match is based off how much money each network/society brings into the organization over the course of the year, even if the event has a net loss. For example, the Washington DC Network charged alumni \$5 for the Washington Nationals Baseball Game with 40 alumni in attendance. Although the cost of the Washington Nationals Baseball event cost more than the revenue generated, the network would be credited \$200 toward their match incentive by the Alumni Association.*

Networks/societies that obtain revenue from sources other than the Alumni Association can keep all of the revenue until it's spent. In some cases, these funds are spent by moving funds to a scholarship account. In other cases, they remain in your budget from year to year and the network/society has the liberty to spend when and how they like. These funds have no effect on your request or carry over fund request, but does count toward the Alumni Association revenue match as indicated in the incentive budget model outlined above.