



SAFAC Presentation How-To

Once your organization's budget presentation is scheduled, the organization's representative(s) will join SAFAC's committee meeting during their allocated time slot to present their budget. SAFAC committee meetings take place on Wednesdays from 2:30-5:00 PM in the Iron Arrow Room unless communicated otherwise. SAFAC recommends representatives to arrive ten (10) minutes prior to their scheduled time slot and wait outside until they are called inside by a SAFAC delegate. SAFAC meetings have a tight schedule and therefore, SAFAC is not able to allocate any additional time to any representatives who arrive late to their presentation. If the organization's representative arrives after the 15 minute slot allocated to them, their presentation will be canceled and they will have to reschedule – this will delay budget approval.

SAFAC allows up to three (3) representatives with being inclusive of the treasurer who takes lead on the budget presentation. Once in committee, the organization's budget will be projected onto the screen and the representative will have 5 minutes to present the budget. **During the budget presentation, the representative can briefly introduce themselves and their organization's guiding principles and then start going through the list of items listed on their budget while explaining the purpose of each item and how it relates to the organization's guiding principles.** Funding allocations are solely determined by SAFAC's committee and therefore, SAFAC recommends that organization representatives focus on the purpose and use of each item rather than mentioning what category each item may allude to.

During the presentation, here is a non-comprehensive list of what you can **mention**:

- If there are any events where the organization is charging for participation.
- Items that can last three (3) or more years.
- If the organization has on-campus storage space.
- If any services are being rendered by University of Miami employees, students, or University community members.
- If any items are being given away.
- If any fees are late fees.
- If any items are personal items.

After the presentation, the SAFAC Chair will open the floor for questions from the committee. Committee members may ask you to clarify the purpose of certain items in your budget, how they relate to your organization's guiding principles, or any other questions that may help them decide how to fund your organization's budget.

After your budget presentation, SAFAC's committee will review and vote upon your budget. All funding decisions are based on the SAFAC guidelines at the discretion of the 16-member committee including 15 voting delegates and 1 non-voting Chair, accompanied by 2 non-voting administrative advisors. Committee's decisions are made pending review and approval by multiple University administrators and therefore, SAFAC takes about two (2) weeks after the budget presentation to return your approved budget. Your approved budget will be posted to your organization's Engage portal under the "Documents" tab and you will be sent an email from safac@miami.edu notifying you of your budget approval. After your budget is returned to you, your approved funds are available to spend immediately.