



BROOKLYN COLLEGE ASSOCIATION TIMELINE

Clubs come to the Brooklyn College Association for:

- *Stipends/Salaries* • *Trip Approvals* • *Permission to spend over \$999.99 on a vendor*
- *Budget Approvals* • *Reserve Requests*

All requests must come to the BCA Board with a recommendation from the Budget Committee to be placed on the agenda.

Incomplete paperwork will not be considered by either the Budget Committee or the Board.

Two weeks prior to the Budget Committee meeting you must:

1. Draft a proposal of your request and meet with the BCA Coordinator.
2. After review, amend information as the BCA Coordinator recommends.

One week prior to the Budget Committee meeting you must:

1. Your proposal must be finalized and submitted to be placed on the agenda.
(A final review of the proposal and budget to ensure that appropriate funding is available.)

2 business days prior to the Budget Committee Meeting:

The BCA Coordinator will submit your proposal to the Budget Committee in preparation for the meeting.

**Central Depository
Division of Student Affairs
Room 314 Student Center
(718)-951-5550**

Fall 2025 Schedule to be placed on the BCA Meeting Timeline

Meeting # 1

September 9, 2025 - Deadline to submit proposal to the BCA Coordinator

September 16, 2025 - BCA Board Meeting – State Lounge 5th Fl 11:00 am

Meeting # 2

October 9, 2025 - Deadline to submit proposal to the BCA Coordinator

October 16, 2025 - Budget Committee Meeting – Maroney-Leddy 4th Fl 11:00 am

October 21, 2025 - BCA Board Meeting – State Lounge 5th Fl 11:00 am

Meeting # 3

November 6, 2025 - Deadline to submit proposal to the BCA Coordinator

November 13, 2025 - Budget Committee Meeting – Glenwood 2nd Fl 11:00 am

November 18, 2025 - BCA Board Meeting – State Lounge 5th Fl 11:00 am

Meeting # 4

November 26, 2025 - Deadline to submit proposal to the BCA Coordinator

December 4, 2025 - Budget Committee Meeting – Maroney-Leddy 4th Fl 11:00 am

December 9, 2025 - BCA Board Meeting – State Lounge 5th Fl 11:00 am

***Clubs are required to attend and present their
agenda items at both meetings.**

Located at the Student Center building (in-person)
Meetings dates and time are subject to change