VICE CHANCELLOR OF STUDENT AFFAIRS - STUDENT ACTIVITY FEE COMMITTEE (SAFC) BUDGET PROPOSAL REQUEST FORM 2013-2014

DEADLINE FOR SUBMISSION: Friday March 22nd at Midnight (before March 23rd at 12:01 am)

BUDGET PRESENTATIONS: April 6th 9am-9pm, April 8th 5pm-11pm, April 15th 5pm-7pm, April 20th 9am-9pm, April 22nd 5pm-11pm, plus additional dates might be added on a needed basis

SGA Chambers

Please e-mail me (Katie Carlino) if you have any questions regarding the SAFC budget allocation process.

EMAIL: umkcsgacomptroller@umkc.edu

SUMMARY OF ACTIVITIES PLANNED & CONDUCTED
JULY 1st, 2013 – JUNE 30th, 2014

* If you have your own record keeping document, please feel free to attach it to your proposal.
* Feel free to make additional copies of this form.

DATE	EVENT	# attended/ distributed

BUDGET PREPARATION
HELPFUL HINTS

1. Think about the programs, activities, services, equipment and other purchases that are needed to successfully run your organization / program between July 1, 2013 and June 30, 2014 (UMKC fiscal year). Make a list of all necessary expenses and then prioritize them related to what are actually essential to the program functions.

1. After the expenses have been prioritized, break them down into line item categories. Line items include (but are not limited to):

   - Salary / Wage
   - Equipment
   - Travel
   - Supplies
   - Honoraria / Performance
   - Postage
   - Telephone
   - Printing
   - Copy Service
   - Maintenance of Equipment
   - Rentals
   - Food Service
   - Advertising
   - Box Office

SAFC will NOT fund T-shirts
SAFC funds based on the following standards set by the Student Activity Fees Committee:

- Advertising must be itemized in the budget request. All advertising which is not itemized will be funded at the rate of $0.05/page.

- Food costs have been set up at $10.85/person for formal events (banquets, workshops, seminars, formal dances and celebrations), $5.35/person for informal events (casual picnics, BBQs), and 4 food meetings (2 a semester) at $6 per student attendee.

- SAFC will approve the travel request ONLY if the attendance at the events shows a direct impact upon the UMKC students, the event brings transparency to UMKC in form of:

  a. Competition

  b. Presentation

  c. Vote

  d. Students running for national office/election

   e. Awards

   f. Community engagement (Trips where students volunteer to engage in community service activities)

   g. Placing bids to bring back conferences or events on UMKC Campus.

Please refer to the SAFC Funding Regulations for a complete list of what SAFC can and cannot fund.

*As a friendly reminder, travel WILL be included in the annual budgets for the 2013-2014 academic year.

1. Make a reasonable estimate as to how much funding is needed for each line item or category. Round off allocations to the nearest dollar amount.

1. **REMEMBER:** What you submit is not written in stone.   It can be modified after the allocation. Major changes in your budget may need to be justified to SAFC in the future.

INSTRUCTIONS

BUDGET REQUEST 2012 - 2013

1. **IMPORTANT:** Fill out the attached SAFC Budget Cover Sheet and remember to attach it to the front of your submitted budget.

1. Complete the attached budget request form as follows:
   (You are permitted to create your own Budget Request Form on your computer as long as the same general format is followed.)

   a) Under expense title, list each expense your organization is requesting. If your request is for general operating funds, use the entire description space to outline

what your requested budget covers.

b) Under the total column, write the total needed for each expense. Please round your number off to the nearest dollar amount.

c) Under the description column, write a short narrative of the expense.

d) Total the amount of money requested for the expenses and enter that number on Line 1.

e) Write the amount of any anticipated income (other than student activity fees) on Line 2. Examples of anticipated incomes include users fees, admission charges, ad revenue, ticket sales, etc.

f) Write the ACTUAL AMOUNT REQUESTED from Student Activity Fees on Line 3. Remember, copy that figure on the SAFC Budget Cover Sheet under the total amount requested section.

1. If your budget request includes salaries / wages, complete the Salary / Wage Information Sheet and attach it to the Budget Request Form.

1. If your budget expense includes equipment, complete the Equipment Purchase Information Form and attach it to the Budget Request Form.

1. **MOST IMPORTANT STEP!!! Submit your completed budget request to me (Katie Carlino) by e-mail umkcsgacomptroller@umkc.edu by 5:00p.m., Saturday, June 30th , 2012. Any applications received after this deadline will not be reviewed until the first session in the fall.**

SAFC BUDGET REQUEST COVER SHEET
(Please attach this sheet on the front of your official budget request)

Name of Organization / Program:

Name, Address and Phone Number of Person Submitting Budget:

Total Amount Requested for the 2012 - 2013 fiscal year (include supplemental allocation):

_____

A representative from your organization MUST attend the budget hearing:

_____

SAFC USE ONLY:

2012 - 2013 STUDENT ACTIVITY FEE
BUDGET REQUEST FORM

ORGANIZATION:

_____

PRESIDENT/ PRIMARY CONTACT NAME:

_____

CAMPUS ADDRESS:

_____

_____

PHONE:

EXPENSE TITLE	TOTAL	DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LINE (1) TOTAL: $_____

LINE (2) Additional Income $_____

LINE (3) Amount Requested $_____

ESTIMATED
SALARY / WAGE INFORMATION SHEET

PLEASE LIST THE PAID POSITIONS IN YOUR BUDGET:

(1) Number of person on an hourly wage: _____

(2) Yearly total for hourly salaries: $_____

(3) Number of persons on a weekly salary: _____

(4) Yearly total for weekly salaries: $_____

(5) Number of person on a monthly salary: _____

(6) Yearly total for monthly salaries: $_____

(7) Number of persons on a stipend / special payment: _____

(8) Yearly total for stipends: $_____

TOTAL APPROXIMATE NUMBER OF EMPLOYEES: _____

TOTAL ESTIMATED PAYROLL (Including staff benefits) $_____

EQUIPMENT PURCHASE INFORMATION

(1) List item(s) to be purchased:

_____

_____

(2) Estimated cost of equipment: $_____

(3) Who will use the equipment?

_____

_____

_____

(3) Where will the equipment be stored and secured?

_____

_____

_____

(3) Why is the equipment purchase necessary?

_____

_____

_____