



**STANDING
BUDGET COMMITTEE**
LAFAYETTE COLLEGE STUDENT GOVERNMENT

BUDGET REQUEST FORM

For Student Government Recognized Organizations

201) -201* Academic Year

IMPORTANT



PLEASE EMAIL THIS FORM TO
LAFSTUGOV@LAFAYETTE.EDU

**YOU MAY WANT TO MAKE ADDITIONAL COPIES FOR YOUR
RECORDS OR TO HELP YOU DURING YOUR BUDGET MEETING.**

Please complete this form accurately, and provide all documents requested. Any misleading statements and entries will affect our evaluation of your budget request and may affect the initial budget allocation for your club/organization.

1. Club/Organization Information

Name of Club/Organization

Campus Box Number

Club/Organization Email (if applicable)

Account Number

Club/Organization Website (if applicable)

Current Balance in Student Government Account

\$

Annual Dues collected from Members (per person)

\$

Does the organization receive funding from other sources?

YES NO

If the organization receives funding from other sources, please explain below:

President

President's Phone Number

President's Email

President's Box #

Treasurer

Treasurer's Phone Number

Treasurer's Email

Treasurer's Box #

Faculty Advisor

Number of Active Members

Attendance at Meetings

Attendance at Events

Number of First-Years And Sophomores

Number of Juniors And Seniors

2. Budget Information

Total Requested Amount

\$

EXPECTED EXPENSES

Equipment & Furnishings-----	\$
Uniforms-----	\$
Membership Fees paid to National Organization-----	\$
Subscription to Publications-----	\$
Traveling-----	\$
Contract Services-----	\$
Films-----	\$
Supplies (tape, paper, markers, etc) -----	\$
Printing, Duplication, Postage-----	\$
Food for events (e.g. Brown bags) -----	\$
Miscellaneous (please specify):	\$
_____	\$
_____	\$
_____	\$
_____	\$

EXPENSE TOTAL ||

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EXPECTED INCOME

Dues collected from members-----	\$
Planned fundraising (programs, activities, etc) ---	\$
Restricted Account balance (if applicable) -----	\$
Agency Account balance (if applicable) -----	\$
Other funding sources (please specify):	\$
_____	\$

INCOME TOTAL ||

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3. Income & Expenses Summary

EXPENSE TOTAL-----	\$	
INCOME TOTAL-----	\$	
DIFFERENCE (Expense - Income) ---	\$	2015-2016 REQUEST
		\$

4. Itemized Expenditures

(Please attach any other information necessary under the headings below)

Equipment & Furnishings:	
Uniforms:	
Membership fees paid to National Organization(s):	
Subscription to Publications:	
Traveling:	

Contract Services:	
Films:	
Supplies:	
Printing, Duplication, Postage:	
Food for events (e.g. brown bags):	
Miscellaneous:	

5. Events

Please list the events/activities your club undertook this year. Please include an approximate attendance and cost for each event. Please mark events which you cosponsored with an asterisk and include the name of cosponsoring clubs

Please list the events/activities your club **plans** to undertake **next year**: Please include the total cost for each event.

6. Inventory Sheet

Inventory	Date of Acquisition (DD/MM/YYYY)	Cost per Item	x	Quantity in Inventory	=	TOTAL \$

7. Additional Comments

A large, empty rectangular box with a thin black border, intended for providing additional comments. The box occupies most of the page below the section header.

8. BUDGET COMMITTEE COMMENTS

To be completed by Student Government Budget Committee:



ORGANIZATION OFFICER UPDATE FORM

Name of Club/Organization: _____

President:

Name	Class Year	Email	Box No.
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Vice-President:

Name	Class Year	Email	Box No.
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Treasurer:

Name	Class Year	Email	Box No.
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Secretary:

Name	Class Year	Email	Box No.
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Advisor:

Name	Email	Box No.
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