

RSCO Budget Application

FY 2007-2008

Mercyhurst Student Government



Instructions for Using This Application

Based on suggestions from last year's RSCO Application Process, this year's application is to be filled out electronically rather than in print. Below are brief instructions for using this application, but please do not hesitate to contact Ryan Palm at x2428 or msgtreas@mercyhurst.edu if you have any issues using the electronic form. This form is to be filled out in its entirety, with no scribbles or crossing off of items on the form. Please save the form to your computer or USB drive so that you can easily make changes without having to make the form appear sloppy.

1. Please fill out the form completely. If asked a question, please fill out that field to your best ability. The more detail and description given, the easier it will be for the Budget & Finance Committee to judge your application.
2. You will be asked to provide information on what supplies you would like to purchase, and also what event costs you expect. PLEASE do not put event-specific materials in the supply category. The same item should not appear in both the supply and event pages. A supply item (pens, publicity materials, etc) is something that is used generically by the RSCO, something used throughout the year and not just on one event.
3. Please provide price estimates for all items listed. If you do not give a price estimate, it is likely that we will not consider that item when deciding on your allocation. Writing "TBD" or "unknown" is unacceptable.
4. For your travel expenses, you MUST provide a lot of detail on where you are going and what the purpose is. This is very important, the more information you can provide about the conference or trip you are planning to attend, the higher the chance of getting money for it!
5. Please refer to the MSG Finance Code at <http://msg.mercyhurst.edu/documents-forms/msg-governance/> for all rules pertaining to RSCO Funding.
6. Below is a timeline for the Application Process. This is set in stone. If you miss the deadline for turning in the Application, late entries will not be accepted. Please turn in applications to the MSG Office, located on 2nd floor of the Student Union.

Applications published online:	January 8, 2007
RSCO funding presentations:	January 17-18, 2007 at 8:30 p.m. each night
RSCO Applications due:	February 16, 2007 by 5:00 p.m.
Budget debates:	March 5-16, 2007
Budget presented to MSG:	March 19 or 26, 2007
Notification of budget:	Early April, 2007

RSCO Information

1. RSCO Name:

2. Student Leadership

Name:

Office/Title:

Name:

Office/Title:

Name:

Office/Title:

Name:

Office/Title:

Name:

Office/Title:

3. Advisor Name:

4. Approx Membership:

5. How often do you meet?:

Fundraising & Activities

6. Please provide information regarding any funds raised from July 1, 2006 to present:

Fundraising Description:

Amount Raised:

TOTAL:

7. Please provide information regarding any planned fundraisers for the 2007-08 Academic Year:

Fundraising Description:

Estimated Amount to be Raised:

TOTAL:

8. Please describe activities held from July 1, 2006 to present:

Activity Description:

Amount Spent:

TOTAL:

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9. Please list all supply and equipment purchases planned for 2007-08 Academic Year:

Item Description

Price:

TOTAL:

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10. Please list any additional comments you feel would benefit the Budget & Finance Committee when judging your request for funding for the 2007-08 Academic Year.

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Event Expenses

Event #2

1. Estimated date of activity:

2. Location of activity:

3. Purpose of activity:

4. Estimated attendance:

5. Description of activity

6. How will this event benefit the Mercyhurst College community?

Item	Purpose	Description	Amount
TOTAL:			

Event Expenses

Event #6

1. Estimated date of activity:

2. Location of activity:

3. Purpose of activity:

4. Estimated attendance:

5. Description of activity

6. How will this event benefit the Mercyhurst College community?

Item	Purpose	Description	Amount
TOTAL:			

Travel Authorization Form (TAF)

1. Estimated date of departure:

2. Length of trip:

3. Event/purpose of trip:

4. Number of travelers:

5. Method of transportation:

Item	Purpose	Description	Amount
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TOTAL:

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6. Description of event:

7. How will costs be deferred?:

8. Amount requested from MSG?:

(All information about travel expenses, including brochures, schedules, etc., should be included.)

Application Summary

Did you attach:

- Completed Application?
- Membership roster?
- Each event totaled and added below?
- Any available information on travel expenses?

Application Totals

Total projected non-MSG income:

Total projected supply/equipment expense:

Total projected event expense:

Total projected travel expense:

TOTAL AMOUNT REQUESTED: