

Student Government Association - Finance Budget Request

Today's Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

Organization Information

Organization Name *

Organization Mission Statement *

Please include a history of your organization. All members of the Finance Committee may not be familiar with your organization and a brief description helps them understand what your objectives are. Also, if your organization has a website address please include it in the paragraph.

A Little Bit of History *

Officers Information

Treasurer

Name *

<input type="text"/>	<input type="text"/>
----------------------	----------------------

First Name

Last Name

E-mail *

Box # *

President

Name *

<input type="text"/>	<input type="text"/>
----------------------	----------------------

First Name

Last Name

E-mail *

Box # *

Vice President

Name *

<input type="text"/>	<input type="text"/>
----------------------	----------------------

First Name

Last Name

E-mail *

Box # *

Secretary

Name *

First Name

Last Name

E-mail *

Box # *

Faculty Advisor

Name *

First Name

Last Name

E-mail *

Operating Budget

Publicity

Please insert a brief explanation here as to why you are requiring the goods you are requesting and then itemize them as shown in the EXAMPLE below:

Weekly Ads (4 – ¼ page ads) x \$39.00 = \$156.00

Office Supplies:

Poster board (20 pieces) x \$.99 = \$19.80

White Sheets (5) x \$3.49 = \$17.45

Spray Paint (2 – 12oz cans) x \$2.77 = \$5.54

Masking Tape (2 – 3 packs) x \$3.68 = \$7.36

Detailed Itemization for Publicity Expenses *

Total Requested *

Warrant Book

1 warrant book x \$5.00 = \$5.00

*Only order if needed

**Please note that no more than five dollars should be requested for the warrant book.*

Total Requested *

Total Requested Operating Budget

Add up "Total Requested" for each of the above events and verify the amount below is correct

Total Requested Operating Budget

Programming Budget

Please insert a brief explanation here as to why you would like to hold certain events in the coming semester. *

Event 1

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title *

Date of Event *

▼	▼	▼
Month	Day	Year

How Will the Event be Advertised? *

Detailed Itemization for Event *

Total Requested *

Event 2

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

Event 3

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

\$

Event 4

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

Month Day Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

\$

Event 5

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

\$

Event 6

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

\$

Event 7

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

▼	▼	▼
Month	Day	Year

**How Will the Event be
Advertised?**

Detailed Itemization for Event

Total Requested

\$

Event 8

Please include a brief description of the event including the location. Please itemize the materials needed to hold the event, as shown in the EXAMPLE below.

Red Doors = \$0.00

Documentary Film = \$10.00

Decorations:

(1) pack of balloons, 100 pieces = \$3.00

Event Title

Date of Event

▼	▼	▼
Month	Day	Year

How Will the Event be Advertised?

Detailed Itemization for Event

Total Requested

\$

Total Requested Programming Budget

Add up "Total Requested" for each of the above events and verify the amount below is correct

Total Requested

Total Budget

Total Requested Budget

Operating Budget

Inserted from the Operating Budget section above

Operating Budget

Programming Budget

Inserted from the Programming Budget section above

Programming Budget

Total Requested

Total from Operating and Programming Budgets Combined

Total Requested

Fundraising Goals

Please insert a brief description of how many fundraisers you plan to conduct in the coming semester.

Follow the below example to list your fundraising plans:

- i. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.
- ii. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.
- iii. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.

Proposed Fundraising Activities *

Total Anticipated from Fundraising *

Total Currently in Fundraising Account *

Please "Print Form" so you have a copy for your records

"Submit" the form after printing
