

Student Senate Spring Budgeting Template
Updated May 2011 by Erik "Massie" Huemiller

Organization name			
Names of Contacts	Title	Phone	Email
	President		
	Treasurer		
	Advisor		

Department Afiliation (if applicable)

Number of Active Memembers

Number on Email Alias

Description of Organization in 100 words or less

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Inventory of Senate Purchased Capital

This section is for Student Senate purchased items that are already in your group

Equipment	Number	New Value	Condition	years left
Item 1	0	\$0.00	New	10+
Item 2	0	\$0.00	New	2
Item 3	0	\$0.00	New	3

Budget Breakdown

This section is for a line item breakdown of your group's allocation requests for the coming year.

Date	Event Title	Requested	Recomended	Allocated
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Date	Event Title	Requested	Recomended	Allocated
13-Sep	Fall Trip 1	\$0.00	\$0.00	\$0.00
	Travel to Fall Trip 1	\$0.00		
	Lodging for Fall Trip 1	\$0.00		
	Registration/Admission for Fall Trip 1	\$0.00		
12-Dec	Fall Trip 2	\$0.00	\$0.00	\$0.00
	Travel to Fall Trip 2	\$0.00		
	Lodging for Fall Trip 2	\$0.00		
	Registration/Admission for Fall Trip 2	\$0.00		
19-Sep	Fall Competition 1	\$0.00	\$0.00	\$0.00
	Travel to Fall Competition 1	\$0.00		
	Lodging for Fall Competition 1	\$0.00		
	Registration Fees for Fall Competition	\$0.00		
1-May	Fall Competition 2	\$0.00	\$0.00	\$0.00
	Travel to Fall Competition 2	\$0.00		
	Lodging for Fall Competition 2	\$0.00		
	Registration Fees for Fall Competition	\$0.00		
7-Feb	Small Speaker 1	\$0.00	\$0.00	\$0.00
	Honorarium Fee for Small Speaker 1	\$0.00		
	Supplies for workshop	\$0.00		
15-Feb	Small Speaker 2	\$0.00	\$0.00	\$0.00
	Honorarium Fee for Small Speaker 2	\$0.00		
	Supplies for workshop	\$0.00		
6-Dec	Big Name Speaker	\$0.00	\$0.00	\$0.00
	Quote from Speaker's Agent	\$0.00		
	Other costs for speaker	\$0.00		
	Supplies for Workshop	\$0.00		
	Capital Improvement	\$0.00	\$0.00	\$0.00
	Jerseys	\$0.00		
	Safety Equipment	\$0.00		
	Practice Equipment	\$0.00		
All Year	Printing	\$0.00	\$0.00	\$0.00

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Date	Event Title	Requested	Recomended	Allocated
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Sum of all Totals		\$0.00	\$0.00	\$0.00
	Fall Trip 1	\$0.00	\$0.00	\$0.00
	Fall Trip 2	\$0.00	\$0.00	\$0.00
	Fall Competition 1	\$0.00	\$0.00	\$0.00
	Fall Competition 2	\$0.00	\$0.00	\$0.00
	Small Speaker 1	\$0.00	\$0.00	\$0.00
	Small Speaker 2	\$0.00	\$0.00	\$0.00
	Big Name Speaker	\$0.00	\$0.00	\$0.00
	Capital Improvement	\$0.00	\$0.00	\$0.00
	Printing	\$0.00	\$0.00	\$0.00

By signing this document, you are recognizing that you have read and understand the current Student Senate Finance Guidelines and Bylaws and are also agreeing to comply with and abide by these rules. Failure to do so may result in a freeze of the funds allocated to the student organization or other actions as deemed appropriate by the Student Senate.

Treasurer	Date
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President	Date
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Advisor	Date
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