

Budget Request Cover Sheet



Club Name: SAMPLE Budget Request

Total Request Breakdown

Item #	Event/Item Name	Amount Requested (\$)	Amount Allocated (For Official Use Only)
1	Camera	\$200.00	
2	Breakfast for Dinner	\$300.00	
3	Conference	\$300.00	
4	Coach/Speaker	\$400.00	
5			
6			
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16			
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18			
19			
20			
	Totals	\$1,200.00	

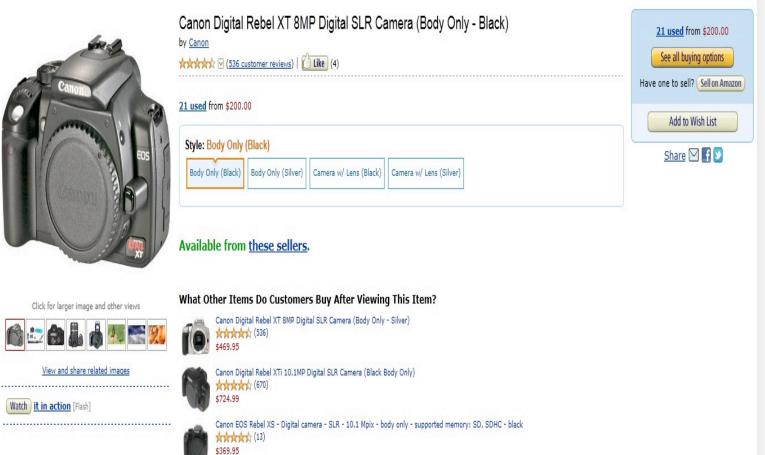
	Event/Item Request				
		Event/Item #:	1	_ of	4
Name of Event/Item: <u>Camera</u>					
Date/Time: <u>N/A</u>					
Location: <u>N/A</u>					

Co-Sponsorships: <u>N/A</u>

Event/Item Request Breakdown

Item Name	Quantity	Cost	Allocated (For Official Use Only)
Camera	1	\$200.00	
	Total Event/Item Cost	\$200.00	

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amazon.com	Hello. <u>Sign in</u> to get perso Your Amazon.com 🙀	nalized recomm Today's Deals						e Up to 25% Off Colleg gital Items Your Acc	
Shop All Departments 🛛 😒	Search Electronics		T				💽 💽	Cart Wis	h List 💌
Camera & Photo	All Electronics	Brands	Bestsellers	Digital SLRs & Lenses	Point-and-Shoots	Camcorders	Pro Video	Accessories	Deals



Canon EF 50mm f/1.8 II Camera Lens

\$105.98



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Event/Item Request



Event/Item #: <u>2</u> of <u>4</u>

Name of Event/Item:	Breakfast for Dinner	

Date/Time: March 03 1:00pm-3:00pm

Location: Student Center Room 218

Co-Sponsorships: _____

Event/Item Request Breakdown

Item Name	Quantity	Cost	Allocated (For Official Use Only)
Continental Breakfast	50	\$5.00	
Dozen Cookie Platter	10	\$5.00	
	Total Event/Item Cos	t \$300.00	

Catering Express Menu Created exclusively for SGA and Student Clubs

Drinks

Liter Bottle of Soda \$1.80 ea Canned Soda or Water Bottles \$1.00 ea Coffee or Hot Chocolate 80¢ pp Lemonade, Fruit Punch or Iced Tea 80¢ pp

Snacks

Small Potato Chip Bags 55¢ ea Small Pretzel Bags 80¢ ea Bagels with Cream Cheese \$13.25 per dozen

Dessert

Fresh Baked Cookies \$6.25 per dozen Brownies \$8.25 per dozen Homemade Muffins \$12.75 per dozen Ice Cream Sundae Bar \$4.10 pp The Ice Cream Sundae Bar at any event with 50 or more guests requires an attendant and will be charged accordingly.

Breakfast

Continental Breakfast \$5.10 pp Danish, Muffins, & Bagels served with Cream Cheese, Butter & Jellies Coffee, Tea and Juices

Netherlands Buffet Breakfast \$7.65 pp Bagels, Scrambled Eggs, Home Fried Potatoes Choice of French Toast, Pancakes or Waffles Choice of Bacon or Sausage Coffee, Tea and Juices

Lunch

Sandwiches or Wraps \$3.85 ea Pasta or Potato Salad \$2.80 per lb Large Cheese Pizza \$10.70 ea Pizza with 1 Topping \$12.25 ea

To make catering arrangements for your event, please contact the Catering Services office at x5395. Lackmann is proud to serve the student community at Hofstra and continually looks for ways to better serve you. This menu was created for the use of the SGA and the Student Clubs. All items included are offered at a deep discount to student groups. For Bake Sale fundraising events, please call the Student Services Coordinator at x5132.

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Event/Item Request



Event/Item #: <u>3</u> of <u>4</u>

Name of Event/Item: <u>Conference</u>				
Date/Time:	September 19th - 22nd			
Location:	New York, NY			
Co-Sponsorships:				

Event/Item Request Breakdown

Item Name	Quantity	Cost	Allocated (For Official Use Only)
Conference Pass	3	\$100.00	
	Total Event/Item Cost	\$300.00	

92 Y Mashable UNITED NATIONS ERICSSON \$

Social Good Summit 2011 - Presented by Mashable, 92Y and UN Foundation - September 19-22, 2011

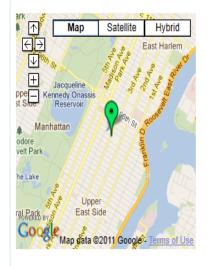
New York, NY

📼 Email 🛛 🛅 Share 🥑 Tweet 👘 Like 🔢 4 likes. Sign Up to see what your friends like.

Ticket Information			
TICKET TYPE	PRICE	FEE	QUANTITY
Monday, 9/19 DAY PASS more info	\$30.00	\$0.90	Sold Out
Tuesday, 9/20 DAY PASS more info	\$30.00	\$0.90	Sold Out
Wednesday, 9/21 DAY PASS more info	\$30.00	\$0.90	0 🔻
Thursday, 9/22 DAY PASS more info	\$30.00	\$0.90	0 -
Monday-Thursday, 9/19-9/22 4 DAY PASS more info	\$100.00	\$3.00	0 -
		Ente	r Discount Code

Where 92 Street Y

1395 Lexington Ave New York, NY 10128



Event Details

Mashable, 92nd Street Y and the United Nations Foundation present the second annual Social Good Summit Held at the heart of UN week the Summit is where big ideas meet new media to create

Order Now

Other Mane

	Event/Item Request
Name of Event/Item: <u>Coach</u>	
Date/Time: <u>Ongoing</u>	
Location: Varied	

Co-Sponsorships: None

Event/Item Request Breakdown

Item Name Quantity Cost Allocated (For Official Use Only) Coach Sessions 4 \$100.00 Image: Imag

Event/Item #: <u>4</u> of <u>4</u>

Hello Sample Club Budget,

I charge per session and it's the same price regardless of the number of members. It is \$100 per session and that covers my transportation and equipment for the training sessions. Please e-mail the date and times that you want to run the sessions so I can see if they fit into my schedule.

Thank you.

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John Doe Coach Staff Services (555) 657-5555 www.fake-staff.com