



Budget Submission Deadline: Aug. 17th, 1pm

Place stapled and signed form in the SGA Mailbox, outside of the SGA Office, on the lower level of Serota (NYCOM III). Late forms will not be accepted.

Student Organization Budget Request Form

This form is to be completed by your organization's E-board to qualify for funding for the upcoming school year. This form will serve as your organization's proposal for activities for the upcoming year and should therefore be as **complete** and **accurate** as possible.

The form has two parts: 1) Description of Events section and 2) Funding Proposal Summary section for all the events that your E-board plans to run for the upcoming year. Both parts must be completed for budget submission.

Organization Name: _____

Date Submitted: _____

Received By: _____

Prior to completing this *Budget Request Form*, you must familiarize yourself with the SGA's budgeting policies and guidelines by reading the **SGA's Guide to Making an Organization Budget**, which can be found in the President Binder and on the SGA website.

Part I. Descriptions of Events

Please give a description of each event that will require funding. Include estimates of costs in brackets [] for the components of each event. Also, if an event was held by your organization last year, please indicate that in the description as well as approximately how many students were at the event.

1. Event Name _____

Description _____

2. Event Name _____

Description _____

3. Event Name_____

Description_____

4. Event Name_____

Description_____

5. Event Name_____

Description_____

6. Event Name_____

Description_____

7. Event Name_____

Description_____

8. Event Name_____

Description_____

9. Event Name_____

Description_____

10. Event Name_____

Description_____

Note: Ten event spaces have been provided so that additional space is most likely not needed. The SGA and the Office of Student Life suggest a goal of six well-planned events per academic year. If you need more space for event descriptions, print another copy of this page and attach it to the back.

Part II. Funding Proposal

Below is the table that will be your official budget proposal to the SGA for funding for the upcoming school year. For each event, list: the name of the event, the expenses as described in Part I, the total cost for food for planning purposes, and the total cost for the event. While these totals are estimates, please strive to make these totals as accurate as possible. Leave the last column blank for the Budget Committee.

Name of Event	Expenses Total (from Part I)	Budget Amt Approved	Notes
TOTAL			

President (Print): _____ (signature)_____

Treasurer (Print): _____ (signature)_____

Advisor (Print): _____ (signature)_____

For Finance Committee Use Only

Organization's Budget _____ . _____ Unused Funding _____ . _____

Organization's Current Balance _____ . _____ Amt Over _____ . _____

Total Funding Approved _____ . _____

Notes _____

SGA Treasurer (Print) _____ (signature)_____