Student Club and Organization Funding Request Form

Annual/Supplement Allocation Funding

Student groups may apply for **Annual Allocation Funding** during the late spring or fall of each year. Any recognized student groups may apply for Annual Allocation Funding. Allocations will comply with SGA funding rules and guidelines and will consider: history of the activity/event, past funding allocations, potential attendance, and relevance of the event to the organization's purpose and the educational mission of the college.

Student groups may also apply for **Supplemental Allocation Funding** at anytime during the year. Supplemental funding is designed to provide funding for activities not anticipated during the Annual Allocation Funding process. Supplemental Allocation Funding is limited and funds are awarded each year on a first-come, first-served basis.

Student groups must complete a Summary Budget Request Form and a separate Activity/Event Form for each activity/event. Attached you will find a copy of the:

- Funding Request Summary: This form allows you to provide general information about the club or organization. Please make sure that once you have completed the necessary number of Activity/Event Forms that you return to the Funding Request Summary and complete the bottom portion.

- Total Expense Form: This form provides an overview of the entire budget request. Please fill it out after you've itemized each event/activity.

- Activity/Event Form: This is where you inform the Budget Board of everything that they will need to know about a specific activity, event, or event series to make a funding decision. If you are requesting funds for more than one event, please make copies of this page and fill out a separate page for each activity/event. Please fill out all sections completely.

- Summary Budget Request Form: This form asks for funding expectation for your club or organization events. Please fill out a form for each event that requires funding from the Budget Board AND an overall budget request summary, which will include the total amount requested for each object code.

If you have any questions, please contact the Student Life/Student Services Office on your campus.

CSM Student Club or Organization
Annual/Supplement Budget Allocation Funding Request Summary
(Please circle Annual or Supplemental based on request)

Name of organization: _____

Date budget submitted: _____

Number of active CSM credit students in your organization_____

Number of active credit free and community members in your organization _____

Is your organization registered with the college? _____

Does your organization have an up-to-date Constitution on file with the SA? _____

Contact Person _____ Address: _____

Position _____ Phone _____ E-mail _____

Advisor _____Office Location _____

Phone _____ E-mail _____

Annual/Supplemental Budget Funding Request Summary

	Student Organization Funding Request	**Number of Events Approved**	**SA Funding Approved**
Number of Events Requested			
Total Amount of Funding Requested			
Total Amount of Revenue Anticipated		SA USE ONLY	SA USE ONLY

Total Expense Form

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	**-**			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	**-**	**Subtract Revenue from Expenses and enter total**		

Please use this form after you've itemize and budgeted for all you're upcoming events/activities.

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.

Activity/Event Form

Program Information

Name of Organization: _____

Activity/Event Name: _____

Semester/Year: _____ Activity/Event Date: _____

Location: _____ Time of Event: _____

Estimated Attendance: _____ Co-Sponsor (if any): _____

Event & Event Priority (1-high, 2-medium, 3-low)_____

General Description of Activity

What is the educational benefit of this activity/event and how would it benefit CSM students and the CSM community?

On the space provided below, list anything that you feel the SA Budget Board needs to know about this activity/event. The more information you provide, the better the board's ability to make an appropriate decision. Quotes, invoices, and/or screen shots of total pricing should be submitted with the budget for all travel, conference, and/or supplies & materials requests.

Budget

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	**-**			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	**-**	**Subtract Revenue from Expenses and enter total**		

Have you done this activity/event in the past? _____ How many students participated? _____

Was it funded by SA? _____

If yes, fill out the following history for this activity/event:

Total amount requested from SA last year $ _____

Total amount allocated by SA last year $ _____

Total amount club paid/revenue last year $ _____

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.

Activity/Event Form

Program Information

Name of Organization: _____

Activity/Event Name: _____

Semester/Year: _____ Activity/Event Date: _____

Location: _____ Time of Event: _____

Estimated Attendance: _____ Co-Sponsor (if any): _____

Event & Event Priority (1-high, 2-medium, 3-low)_____

General Description of Activity

What is the educational benefit of this activity/event and how would it benefit CSM students and the CSM community?

On the space provided below, list anything that you feel the SA Budget Board needs to know about this activity/event. The more information you provide, the better the board's ability to make an appropriate decision. Quotes, invoices, and/or screen shots of total pricing should be submitted with the budget for all travel, conference, and/or supplies & materials requests.

Budget

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	-			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	-	**Subtract Revenue from Expenses and enter total**		

Have you done this activity/event in the past? _____ How many students participated? _____

Was it funded by SA? _____

If yes, fill out the following history for this activity/event:

Total amount requested from SA last year $ _____

Total amount allocated by SA last year $ _____

Total amount club paid/revenue last year $ _____

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.

Activity/Event Form

Program Information

Name of Organization: _____

Activity/Event Name: _____

Semester/Year: _____ Activity/Event Date: _____

Location: _____ Time of Event: _____

Estimated Attendance: _____ Co-Sponsor (if any): _____

Event & Event Priority (1-high, 2-medium, 3-low)_____

General Description of Activity

What is the educational benefit of this activity/event and how would it benefit CSM students and the CSM community?

On the space provided below, list anything that you feel the SA Budget Board needs to know about this activity/event. Please keep in mind that the more information you provide, the better the board's ability to make an appropriate decision.

Budget

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	-			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	-	**Subtract Revenue from Expenses and enter total**		

Have you done this activity/event in the past? _____ How many students participated? _____

Was it funded by SA? _____

If yes, fill out the following history for this activity/event:

Total amount requested from SA last year $ _____

Total amount allocated by SA last year $ _____

Total amount club paid/revenue last year $ _____

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.