



**Spring 2019  
Club/Organization  
Budget Request Packet**

**APPLICATION MUST BE TYPED!  
HANDWRITTEN PACKETS  
WILL NOT BE ACCEPTED**

The following forms are to be used by SGA recognized clubs/organizations when requesting budgets for the upcoming semester. In order to submit a successful budget request, please complete the following two forms: (a) *Club Organization Overview*; (b) *Activity Report*; (c) *Future Expense Report*; and (d) *Budget Request*.

**EXAMPLE HOW TO FILL OUT  
BUDGET REQUEST FORM:**

<b><u>What are You Requesting Funding for?</u></b> <small>(Describe the event or Item)</small>	<b><u>How does this support your club's mission?</u></b>	<b><u>Expenditure Breakdown</u></b>	<b><u>Total Requested</u></b>
<p><i>Cultural Heritage Celebration</i></p> <p>We will have food, demonstrations, and a music/dance performance <i>(Fall Semester)</i></p>	<p>Our club's mission is to create awareness about our culture to the campus community. By bringing in various forms of entertainment we can bring in actual representations of our culture in action and show the campus how we celebrate this event.</p>	<p>a. <i>Item: Cultural Dancers &amp; Musicians Expense: \$500</i></p> <p>b. <i>Item: Refreshments Expense: \$1,000</i></p> <p>c. <i>Item: Decorations &amp; Event Materials Expense: \$250</i></p>	<p><b>\$1,750</b></p>
<p><i>Annual Organization Conference</i></p> <p><i>For five (5) people in Orlando, FL In March 2017</i></p>	<p><i>This conference brings students from our culture together from all over the United States. It helps promote our mission by helping our members learn ways we can bring awareness and education to our campus. We plan to do a poster presentation of our experience at the Conference for the student body when we return back.</i></p>	<p>a. <i>Item: Airfare Expense: \$500</i></p> <p>b. <i>Item: Conference Fees Expense: \$1,000</i></p> <p>c. <i>Item: Hotel Expense: \$1,000</i></p>	<p><b>\$2,500</b></p>

**FOR QUESTIONS,  
PLEASE CONTACT:**

**Advisors:**

**Tiago Machado, Director of Student Involvement**  
[Tiago.Machado@sunywcc.edu](mailto:Tiago.Machado@sunywcc.edu)

**Club Officers:**

**Monica Aguirre, SGA Treasurer**  
[sgatreasurer@sunywcc.edu](mailto:sgatreasurer@sunywcc.edu)

**COMPLETED PACKETS ARE DUE BY  
MONDAY, NOVEMBER 26 , 2018 AT 3:00PM  
TO STUDENT INVOLVEMENT (STUDENT CENTER, ROOM 108)**



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**Club/Organization Overview**

This form should detail your club membership and activity from this academic year (2017-2018). It will be used by the Student Government Association Finance Committee to help better understand your club/organization.

1. Club/Organization Name: \_\_\_\_\_
2. Advisor Name: \_\_\_\_\_
3. Please list the names and positions of your club/organization officers below:

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL</u>

4. Approximately how many students are active members of your club/organization: \_\_\_\_\_
5. How often does your club/organization meet: \_\_\_\_\_
6. In one to two sentences, please state your club's mission:



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**Activity Report**

This is your chance to brag. In the boxes below, please detail all the events the club has done or plans to do this academic year (2017-2018). Please include any off-campus trips as well. This information will be used by the SGA Finance Committee to better assess your contributions to the campus community. If you run out of room please attach a separate document following this format.

<u>Name of Event</u>	<u>Date of Event</u>	<u>On or Off Campus</u>	<u>Brief Description of Event &amp; How It Relates to Your Club's Mission</u>	<u>Approximate Student Attendance</u>	<u>Approximate Expenses</u> (if any)
					\$
					\$
					\$
					\$

**Future Expense Report**

In the boxes below, please list any purchases the club plans to make before the end of the academic year (2017-2018). Do not include items you have already submitted purchase orders for – just purchases the club has not made, but plan to make before the end of this academic year. This information will be used by the SGA Finance Committee to assess usage of the club's current budget. If you run out of room please attach a separate document following this format.

<u>Name &amp; Brief Description of Purchase</u>	<u>Anticipated Cost</u>



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**Fall 2018 Budget Request**

*\*For instructions – please see page one of the packet.\**

<b><u>What are You Requesting Funding for</u></b> (Describe the event or Item)	<b><u>How does this support your club's mission?</u></b>	<b><u>Expenditure Breakdown</u></b>	<b><u>Total Requested</u></b>
		a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____ d. Item: _____ Expense: _____	\$
		a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____ d. Item: _____ Expense: _____	\$



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<u>What are You Requesting Funding for</u> (Describe the event or Item)	<u>How does this support your club's mission?</u>	<u>Expenditure Breakdown</u>	<u>Total Requested</u>
		a. Item: _____ Expense: _____  b. Item: _____ Expense: _____  c. Item: _____ Expense: _____  d. Item: _____ Expense: _____	\$
		a. Item: _____ Expense: _____  b. Item: _____ Expense: _____  c. Item: _____ Expense: _____  d. Item: _____ Expense: _____	\$
		a. Item: _____ Expense: _____  b. Item: _____ Expense: _____  c. Item: _____ Expense: _____	\$



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<u>What are You Requesting Funding for</u> (Describe the event or Item)	<u>How does this support your club's mission?</u>	<u>Expenditure Breakdown</u>	<u>Total Requested</u>
		a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____ d. Item: _____ Expense: _____	\$
		a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____	\$
		<b>TOTAL BUDGET REQUESTED:</b>	\$

\*If you require additional space for your requests, please attach a separate document

**NOTE:** You may attach additional information to aid the SGA Finance Committee in making an informed decision.

\_\_\_\_\_  
 Student Treasurer Name (Print)

\_\_\_\_\_  
 Student Treasurer Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor Name (Print)

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

Filled Out By Student Involvement:  
 Date Received: \_\_\_\_\_