**CLUB & ORGANIZATION**  
**BUDGET ALLOCATION REQUEST FORM**

Name of Club/Organization: _____________________________________________________

Program Title: ________________________________________________________________

Program Objective: ____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Funding Request: $_____________  Date of Request: ___/___/____

To receive the $250 Spring allocation, the club officers list must be re-verified by the SA Office, a club representative must have attended at least three Student Senate meetings, and club must have completed one community service project. The Treasurer of an organization is responsible when s(he) signs a voucher to see not only that the money is spent as designated but also that the organization receives the goods/services that are charged to his/her organization’s account. If such goods/services are not received by his/her organization, s(he) must submit a written explanation to the Office of Student Activities. The Club & Organization Budget Allocation Request Form is due the last Friday in October.

<table>
<thead>
<tr>
<th>Treasurer/President:</th>
<th>Print Name</th>
<th>Signature</th>
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<table>
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<tr>
<th>Advisor:</th>
<th>Print Name</th>
<th>Signature</th>
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<tr>
<th>Total funding request of $500 per year (a maximum of $250 per semester):</th>
<th>$____________</th>
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**INCOME:**

1. Membership dues  $____________
2. Fundraisers  $____________
3. Club’s current balance  $____________

**TOTAL INCOME**  $____________

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<tr>
<th>EXPENDITURES:</th>
<th>$____________</th>
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1. Activities  $____________
2. Supplies  $____________
3. Miscellaneous  $____________

**TOTAL EXPENDITURES**  $____________

LAT:mb rev 8/3/07  Original: SS Treasurer; Copy: Student Activities Office