# STUDENT CLUB

## PROJECTED BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: ______________________________________________

Program Title: _______________________________________________________

Program Objective: ____________________________________________________

____________________________________________________________________

____________________________________________________________________

Funding Request: $___________ Date of Request: ____/____/____

<table>
<thead>
<tr>
<th>Total funding request of $800 per year (a maximum of $400 per semester):</th>
<th>$___________</th>
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</thead>
<tbody>
<tr>
<td><strong>PROJECTED INCOME:</strong></td>
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</table>
1. Carryover balance | $___________ |
2. Fundraisers | $___________ |
3. Other | $___________ |
| **TOTAL PROJECTED INCOME** | $___________ |

| **PROJECTED EXPENDITURES:** | 
1. Events/Trips | $___________ |
2. Supplies | $___________ |
3. Miscellaneous | $___________ |
| **TOTAL PROJECTED EXPENDITURES** | $___________ |

To receive the $400 spring allocation, the club officers list must be re-verified by OSA, a club representative must have attended at least 60% of the fall Student Government meetings and the club must have completed one community service project. The Treasurer of a club 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 club’s account. If such goods/services are not received by his/her club, s(he) must submit a written explanation to the Office of Student Activities. The Club Budget Allocation Request Form is due the last Friday in October.

Treasurer/President: __________________________________

Print Name ____________________________ Signature ________________

Advisor: ________________________________

Print Name ____________________________ Signature ________________

REV: 7/20/11 Original: SS Treasurer; Copy: Student Activities Office