

STUDENT CLUB

PROJECTED BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: _____

Program Title: _____

Program Objective: _____

Funding Request: \$ _____

Date of Request: ____/____/____

Total funding request of \$800 per year (a maximum of \$400 per semester):		\$ _____
PROJECTED INCOME:	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