



Date Received

Approved to Agenda

BUDGET INCREASE FORM

Organization: _____

Account #: _____ Presenter*: _____

Date of Request: _____ Email: _____ Phone: _____

** the person who will be at the two Student Association meetings explaining this request*

WHAT ARE THE STEPS I MUST TAKE IN REQUESTING ADDITIONAL MONIES FROM THE STUDENT ASSOCIATION IN THE FORM OF A BUDGET INCREASE REQUEST?

- All budget increase requests require two readings on the agenda.
- **You must submit a typed rationale as to why your organization requires additional funding or why it needs to realign monies from lines in the budget.**
- **If you feel that it would make things clearer to members of Student Association in decision-making, submit a financial breakdown of how you would like your budget to appear.**
- All requests are due by 4:00pm on Thursday in the SA office, CU 316, for them to appear on the following week's agenda for the first of two readings.

WHAT KINDS OF QUESTIONS WILL STUDENT ASSOCIATION BE ASKING OF MY ORGANIZATION WHEN IT CONSIDERS APPROVING BUDGET INCREASE REQUESTS?

- Is this request to increase funds already in your organization's budget? If so, why isn't the initial amount in the budget sufficient?
- Explain how the additional monies will change the event already budgeted for.
- If there will be no change, what is the reason your organization desires additional funding?
- What is the amount of money your organization is requesting?
- How will the additional funds benefit your organization?
- Will your organization need this additional funding in the future? If so, should this amount of money be reflected in next year's budget?
- Does your organization plan to do any fundraising to help offset the costs?
- Will funding come from any other sources? If so, please explain and include documentation.

REQUEST SUMMARY (This form is NOT complete without a typed rationale attached!)

Amount Requested: \$ _____ Reason(s) for request: _____

"I approve this request as the individual primarily responsible for this program."

_____ (Program Representative Signature)