

#### Club Sports Budget Request Form ● for 2011 – 2012



<b>Club Sport</b>	

\*\*Complete this Request Form after completing the Budget Request Worksheet on the following pages\*\*

CLUB EXPENSES:					
DRS Funded Expenses			BOSO Funded I	Expenses	
Travel Expenses	\$		Lodging Expens	es	\$
Equipment/Supplies (Club Owned)	\$		Equipment/Sup	plies (Member Owned)	\$
Total DRS Expenses:	\$		Officials		\$
			League Fees		\$
			Competition En	try Fees	\$
			Miscellaneous I	Event Expenses	\$
			Miscellaneous I	Expenses	\$
			BOSO Audit & S	Supervision Fee	\$
			Total BOSO Exp	enses:	\$
CLUB INCOME:					
Membership Dues	\$	(Nı	ımber of Members	@ \$ per y	ear)
Fundraising Total	\$				
Project Description #1				Amount Earned \$	
Project Description #2				Amount Earned \$	
Project Description #3			Amount Earned \$		
Project Description #4				Amount Earned \$	
Development/Donations Total	\$				
Type/Description #1				Amount Earned \$	
Type/Description #2				Amount Earned \$	
Type/Description #3				Amount Earned \$	
Other Income Total	\$				
Type/Description #1				Amount Earned \$	
Type/Description #2				Amount Earned \$	
Type/Description #3				Amount Earned \$	
Total Income:	\$				
President:	Dat	e:	Faculty Advisor: _		Date: _
Treasurer:	Dat	e:	DRS Approval:		Date:
Office Use: Date Received	Poi	nts Eligible?	On Time (Full) Late	(None) Received	Ву:



# Club Sports Budget Request Worksheet 2011 – 2012 Academic Year



**Travel Expenses:** 

Vehicle Use (specify quantity	wantity   Rounatrip   # 0	# of Days	Charges Days (see rates below)		Total Cost
& type)			Vehicle	Mileage	
- Car, 7 Passenger Va	n, 8 Passeng	er Van, Bus	• Private Vehicle •	Outside Rental	
3 – 8 vans 1 – car	630	2 days	\$296.50	\$970.20	\$1266.70
	(specify quantity & type)  - Car, 7 Passenger Va  3 – 8 vans	(specify quantity & type)  - Car, 7 Passenger Van, 8 Passeng  3 – 8 vans  630	(specify quantity & type)  - Car, 7 Passenger Van, 8 Passenger Van, Bus  3 – 8 vans  630  2 days	(specify quantity & type)  Roundtrip Mileage # of Days Vehicle  - Car, 7 Passenger Van, 8 Passenger Van, Bus • Private Vehicle •  3 – 8 vans  630 2 days \$296.50	(specify quantity & type)    Wileage

Total Travel	_	_	
	Total	Traval	

University Transportation Rates (Excel Spreadsheet with auto calculations available on CS Website)

Туре	Day Rate for DAY ONE	Day Rate for DAY TWO+	Base Mile Rate	Fuel Surcharge
Private Vehicle	N/A	N/A	\$0.50	
Car	\$27.00	\$29.50	\$0.22	See Surcharge Table on
7 Passenger Van	\$28.00	\$32.00	\$0.35	Transportation or Club
8 Passenger Van	\$38.00	\$42.00	\$0.44	Sports Website



# Club Sports Budget Request Worksheet 2011 – 2012 Academic Year



**Lodging Expenses:** 

Destination (City, State)	# of Nights	# of Rooms	Rate/Night	Total Cost

<b>Total</b>	Lodging	

#### **Equipment & Supplies Expenses:**

(Examples: Uniforms, Sport Equipment, T-Shirts, Etc.)

Item Description & Purpose	Quantity	Unit Cost	Total Cost
		1	



# Club Sports Budget Request Worksheet 2011 – 2012 Academic Year



	2011 – 2012	Academi	c Year	net sports
Competition Expenses:				
Officials		T		
# of Games	# of Officials/Game	Cos	st/Official	Total Cost
				Sub-Total
League Fees (or equivalent)	nization	Seas	sonal Dues	Total Cost
0.18.				
Communities Submittee				Sub-Total
Competition Entry Fees  Host Site/School	Type (Match, Nationals	s, Etc.)	Amount/Team	Total Cost
·		· ·	•	
Miscellaneous Event Expenses				Sub-Total
(Examples: Food, Awards, Facil	ities, Etc.)			
Des	scription	Qı	uantity & Amount	Total Cost
				Sub-Total
			Total Com	npetition Expenses
Miscellaneous Expenses: (Examples: Coach, Insurance, A	wards, Printing, Postage, Etc.)			
	scription	Qı	uantity & Amount	Total Cost

Total Miscellaneous Expenses	
EXPENSES GRAND TOTAL	