

Club Sport _____

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

CLUB EXPENSES:

DRS Funded Expenses

Travel Expenses \$ _____
 Equipment/Supplies (Club Owned) \$ _____
Total DRS Expenses: \$ _____

BOSO Funded Expenses

Lodging Expenses \$ _____
 Equipment/Supplies (Member Owned) \$ _____
 Officials \$ _____
 League Fees \$ _____
 Competition Entry Fees \$ _____
 Miscellaneous Event Expenses \$ _____
 Miscellaneous Expenses \$ _____
 BOSO Audit & Supervision Fee \$ _____
Total BOSO Expenses: \$ _____

CLUB INCOME:

Membership Dues \$ _____ (Number of Members _____ @ \$ _____ per year)

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: _____ **Date:** _____ **Faculty Advisor:** _____ **Date:** _____

Treasurer: _____ **Date:** _____ **DRS Approval:** _____ **Date:** _____

Office Use:	Date Received _____	Points Eligible?	On Time (Full)	Late (None)	Received By: _____
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**Club Sports
Budget Request Worksheet
2011 – 2012 Academic Year**



Lodging Expenses:

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

Total Lodging _____

Equipment & Supplies Expenses:

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

Item Description & Purpose	Quantity	Unit Cost	Total Cost

Total Equipment/Supplies _____

**Club Sports
Budget Request Worksheet
2011 – 2012 Academic Year**



Competition Expenses:

Officials

# of Games	# of Officials/Game	Cost/Official	Total Cost

Sub-Total _____

League Fees (or equivalent)

Organization	Seasonal Dues	Total Cost

Sub-Total _____

Competition Entry Fees

Host Site/School	Type (Match, Nationals, Etc.)	Amount/Team	Total Cost

Sub-Total _____

Miscellaneous Event Expenses

(Examples: Food, Awards, Facilities, Etc.)

Description	Quantity & Amount	Total Cost

Sub-Total _____

Total Competition Expenses _____

Miscellaneous Expenses:

(Examples: Coach, Insurance, Awards, Printing, Postage, Etc.)

Description	Quantity & Amount	Total Cost

Total Miscellaneous Expenses _____

EXPENSES GRAND TOTAL _____