

PLF SOM STUDENT GOVERNMENT BUDGET AND FINANCE COMMITTEE
HSC Student Services

Student Organization/Specialty Club Budget Form – September 2010-August 2011

DEADLINE – October 23, 2009

1. Organization/Specialty Club name: _____

2. Have you renewed your Organizations’/Specialty Clubs’

A. Registration for 2008 with HSC Student Services? Yes No

B. Membership requirements:

2009-2010 Roster of Officers

2009-2010 Membership List

Updated Constitution/By-Laws

3. Affiliation: Local State National

INCOME	2009-2010	2010-2011
Dues (_____ # of members x \$ _____)	\$ _____	\$ _____
Donations	\$ _____	\$ _____
Fundraisers:		
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
Less money sent to State/National affiliations	\$ _____	\$ _____
A. TOTAL INCOME	\$ _____	\$ _____
EXPENDITURES	2009-2010	2010-2011
Check Funding Regulations Handbook for guidelines (page 14)		
Office Supplies	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Phone	\$ _____	\$ _____
Copying and Printing	\$ _____	\$ _____
Events	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Other Expenditures (Please explain) _____	\$ _____	\$ _____
B. TOTAL EXPENDITURES	\$ _____	\$ _____
C. REQUESTED FUNDS FOR 2009-2010 (TOTAL OF B-A)	\$ _____	\$ _____

ANNUAL EVENTS: (i.e. Banquets, Speaker Events: Every event must be listed separately. Additional pages upon request.)

1.

A. Name of event:

B. Description of event (intended audience, purpose, # of expected participants, location):

C. Cost Breakdown: Room rental:

Food:

Entertainment:

Other (Need to list specifics and their cost):

ANTICIPATED TRAVEL: (i.e. State & Nat'l Conf.: Every trip must be listed separately. Additional pages upon request.)

1.
 - A. Name of event:
 - B. Description of event (members expected to travel, purpose, location):

C. Cost Breakdown:	Per Person	Expected Total
Room rental:		
Food:		
Travel:		
Other(Need to list specifics and their cost):		

OTHER EXPENSES: (i.e. t-shirts, support of other events...)

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

1. List goals your organization/specialty club has for this year.

2. List the types of Community Service your organization/specialty club will participate in this year.

4. List the achievements you anticipate your organization/specialty club accomplishing this year.

5. Why do you feel you need this allocation of money?

President's Signature

Treasurer's Signature

Reserved for Student Government Services use:

ANNUAL EVENTS: (i.e. Banquets, Speaker Events: Every event must be listed separately. Additional pages upon request.)

1.

D. Name of event:

E. Description of event (intended audience, purpose, # of expected participants, location...):

F. Cost Breakdown: Room rental:

Food:

Entertainment:

Other (Need to list specifics and their cost):

ANTICIPATED TRAVEL: (i.e. State & Nat'l Conf.: Every trip must be listed separately. Additional pages upon request.)

1.

D. Name of event:

E. Description of event (members expected to travel, purpose, location...)

F. Cost Breakdown:

Room rental:

Food:

Travel:

Other (Need to list
specifics and their cost):

Per Person

Expected Total