



CLUB & ORGANIZATION BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: _____

Program Title: _____

Program Objective: _____

Funding Request: \$ _____

Date of Request: ____/____/____

Total funding request of \$500 per year (a maximum of \$250 per semester):		\$ _____
INCOME:	1. Carryover balance	\$ _____
	2. Fundraisers	\$ _____
	3. Other	\$ _____
	TOTAL INCOME	\$ _____

EXPENDITURES:	1. Events/Trips	\$ _____
	2. Supplies	\$ _____
	3. Miscellaneous	\$ _____
	TOTAL EXPENDITURES	\$ _____

To receive the \$250 spring allocation, the club officers list must be re-verified by the SA Office, a club representative must have attended at least three Student Senate meetings, and club must have completed one community service project. The Treasurer of an organization 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 organization's account. If such goods/services are not received by his/her organization, s(he) must submit a written explanation to the Office of Student Activities. The Club & Organization Budget Allocation Request Form is due the last Friday in October.

Treasurer/President: _____
Print Name
Signature

Advisor: _____
Print Name
Signature