



STUDENT GOVERNMENT ASSOCIATION
 BOROUGH OF MANHATTAN COMMUNITY COLLEGE
SPRING 2012 CLUB BUDGET REQUEST FORM

NOTE: MAXIMUM BUDGET REQUEST MUST NOT EXCEED \$4,000
 (This does not guarantee that your club will receive the amount requested.)

Budget Request over \$4,000 will not be accepted and will be returned to the club officers.
 Expenditures may only be made for approved allocations.

THIS FORM MUST BE RETURNED NO LATER THAN 4 P.M. ON WEDNESDAY, FEBRUARY 8, 2012

Please return form to the Office of Student Activities (S206C)

Form Number _____

Date Issued _____

CLUB INFORMATION

Club Name:

CLUB HISTORY

What events/services did you club sponsor in the Spring 2011 semester?

	Activity 1	Activity 2	Community Service
Name of Activity	_____	_____	_____
Date of Activity	_____	_____	_____
Total Expenditures	_____	_____	_____
Description of Activity(s)	_____		

Please Print Clearly

In what ways did your club assist SGA or College Community through your planned events and activities?

1. _____
2. _____
3. _____

How many members are in your club?

TOTAL REQUEST FOR **SPRING 2012 SEMESTER** (ITEMIZE BUDGET INSIDE)

We are requesting funding in the amount of: \$ _____ .

INSTRUCTIONS

Please list a category and an amount for each item of the activity. Possible categories include, but are not limited to: Speaker Costs, Travel Costs, Registration costs, Prizes, Awards, Equipment, DJ cost, Refreshments, etc.

Activity 1: (Name of your event) <i>Halloween Party</i>	
(Circle, if appropriate) On Campus	
Target Venue (Circle One or More)	RHT Gym Theater 1 Theater 2 <u>Cafe</u> Other
Off-Campus	
Destination:	N/A
Target Date(s)	1. <u>October 28, 2011</u> 2. _____

REQUIRED:
Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it would benefit the college community and club members:

Our students will dress up in costume and dance in the cafeteria.

We will provide music, decorations and refreshments.

Category	Amount
1. <i>DJ Services</i>	\$ <i>250.00</i>
2. <i>Decorations</i>	\$ <i>75.00</i>
3. <i>Refreshments</i>	\$ <i>300.00</i>
TOTAL	\$ 625.00

SAMPLE

Please Print Clearly

Activity 1: (Name of your event)

(Circle, if appropriate) On Campus	
Target Venue (Circle One or More)	RHT Gym Theater 1 Theater 2 Cafe Other
(Circle, if appropriate) Off-Campus	
Destination:	
Target Date(s)	1. _____ 2. _____

REQUIRED: Please provide a **detailed description** of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members:

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

Please Print Clearly

Activity 2: (Name of your event)

(Circle, if appropriate)		On Campus				
Target Venue (Circle One or More)	RHT	Gym	Theater 1	Theater 2	Cafe	Other
(Circle, if appropriate)		Off-Campus				
Destination:						
Target Date(s)	1. _____ 2. _____					

REQUIRED: Please provide a **detailed description** of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members:

Please Print Clearly

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

Activity 3: (Name of your event)

(Circle, if appropriate)		On Campus				
Target Venue (Circle One or More)	RHT	Gym	Theater 1	Theater 2	Cafe	Other
(Circle, if appropriate)		Off-Campus				
Destination:						
Target Date(s)	1. _____ 2. _____					

REQUIRED: Please provide a **detailed description** of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members:

Please Print Clearly

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

Other Items	
Category	Amount
1. Refreshments (Food for meetings)	\$ 300.00
2. Table Banner	\$ 200.00
3.	\$
TOTAL	\$ 500.00

SAMPLE

Other Items	
Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

SUMMARY OF REQUEST		
Activity	Name of Activity	Amount
1		\$
2		\$
3		\$
MISCELLANEOUS		\$
TOTAL REQUESTED		\$

CLUB ACKNOWLEDGEMENT AND PLEDGE

We, the undersigned officers of the _____, understand that the Student Government Association will allocate funds to our club in accordance with the needs of the other chartered clubs. We also understand and agree to spend the funds that we receive according to the approved budget allocation that we receive from the Student Government Association.

Print Name of Club President

Signature of Club President

Date

Print Name of Club Treasurer

Signature of Club Treasurer

Date

Print Name of Club Advisor

Signature of Club Advisor

Date



Please Print Clearly