

## **2008-09 Club Funding Request for Proposals (Fall)**

**Thank you for your interest in obtaining SLS Club Funding!**

The SLS makes a distinction between the organizations that it controls directly (Committees), and those which operate with some degree of autonomy (Clubs). Like Committees, Clubs are an important part of the student experience at Windsor Law, but interact with the SLS according to a different set of guidelines.

The purpose of this document is to outline how Clubs can access SLS funding. The current Executive's intent that every Club should have the same opportunity to access SLS funding and that funding decisions will be made and approved by SLS Council based upon rational and relevant criteria

### **SLS Policy Regarding Club Funding**

SLS By-Law IV section 5(1) and 5(2) indicate that the SLS does not have an obligation to finance the activities of SLS recognized Clubs, nor is it responsible for any debt or liability incurred by a Club.

However, By-Law II section 5(2) indicates that Clubs may be eligible for financial support from the SLS but must follow the budget application procedure as outlined in By-Law IV s.10.

By-Law IV Section 10(2) indicates that the VP Finance must submit a report to Council detailing the purpose, cost and other information that may be necessary to describe Club expenditures, including but not limited to the financial impact that such expenditures have on the SLS. Only after Council has approved that proposal shall the VP Finance proceed with the expenditure (10(3)).

### **Club Funding - Requirements**

To sum up, VP Finance is empowered to present a report to SLS Council requesting funding for Clubs. The policy manual is silent on what elements are required to support this report, however two elements will be necessary to properly advance a Club's interests:

1. A completed application form describing the Club's activities in general, and a detailed description of the activities requiring SLS funding provided according to the Club Funding Application Form (see attached).
2. A detailed budget conforming to the standard required by VP Finance for SLS Committees, and outlined below.

### **The review and approval procedure**

Club Funding Application Forms and the associated budgets are due on October 7, 2008. The Executive will review the budgets in preparation for the Council meeting in October. Funding will become available after approval by the SLS Council in October 2008.

## **Financial maintenance**

Clubs should be careful to inform the VP Finance of any expected revisions to their budgets after they have been approved by SLS Council. Any such revisions must be approved by Council, and may require special action by the VP Finance.

## **How to Prepare a Budget**

A budget is a tool for effective event planning. Four steps should be followed to create a budget: 1) brain storming 2) event planning, information & price gathering 3) budgeting 4) budget and event revision. Clubs will be expected to perform these tasks on their own if they desire SLS funding. However, Clubs should feel free to ask the VP Finance or VP Operations for guidance. The main purpose of this document is to assist Clubs in creating a clear, detailed budget that will assist them in obtaining SLS funding.

## The Elements of the Budget

There are two major elements to a budget: expenses and revenues as you can see from the example below.

Budget Item	Quantity	Price	Revenues	Expenses
<b>Event #1: Dinner Dance</b>				
<b>Revenues</b>				
Proposed amount of SLS funding	1	250	250.00	
Proposed amount of funding from other sponsors	1	974	974.00	
Ticket sales	250	50	12500.00	
Revenue item	0	0	0.00	
<b>Expenses</b>				
Ticket printing	1	25		25.00
Posters	12	2		24.00
Meals	250	40		10000.00
Tip for meal servers	1	1800		1800.00
Chair covers	250	2.5		625.00
Centrepieces	25	10		250.00
DJ	1	800		800.00
Balloons	50	2.5		125.00
Chocolate fountain	1	75		75.00
Expense item				0.00
Expense item				0.00
Expense item				0.00
Expense item				0.00
Expense item				0.00
<i>Totals</i>			13724.00	13724.00
<b>Event Balance</b>				\$ -
<b>Event #2: Speaker's Event</b>				
<b>Revenues</b>				
Proposed amount of SLS funding	1	50	50.00	
Proposed amount of funding from other sponsors	1	400	400.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
<b>Expenses</b>				
Speaker's fees	1	200		200.00
Speaker's train ticket	1	109		109.00
Meal for speaker and committee	1	126		126.00
Speaker's taxi to train	1	15		15.00
Expense item	0	0		0.00
Expense item	0	0		0.00
Expense item	0	0		0.00
Expense item	0	0		0.00
Expense item	0	0		0.00
<i>Totals</i>			450.00	450.00
<b>Event Balance</b>				\$ -
<b>Event #3: Charity Event</b>				
<b>Revenues</b>				

Proposed amount of SLS funding	1	75	75.00	
Proposed amount of funding from other sponsors	1	275	275.00	
Ticket sales	140	15	2100.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
Revenue item	0	0	0.00	
<b>Expenses</b>				
Stage	1	625		625.00
Costume rentals	1	1000		1000.00
Appetizers	1	425		425.00
Chair rentals	80	5		400.00
Expense item	0	0		0.00
Expense item	0	0		0.00
Expense item	0	0		0.00
<i>Total</i>			\$ 2,450.00	\$ 2,450.00
<b>Balance</b>				\$ -

### **Revenues**

Revenues are listed on the left side of the budget. Revenues represent the money generated for the event, such as ticket sales, donations from firms, companies, etc.

### **Expenses**

Expenses are listed on the right side of the budget. The column “Expenses” provides a space to list the money that the Committee expects to spend. Include expenses such as venue deposits, busses, decorations, equipment, advertising, speakers’ fees and food as individual line-items. Please try to be as thorough as possible in listing your Committee’s expenses.

### **Quantity and Price**

List the quantity of the items that you will be i) selling if this budget item is listed under revenues or ii) purchasing if this budget item is listed under expenses. The product of the Quantity and Price gives the total expense or revenue for that budget item.

For example, where an event will require three busses, please provide the price per bus, and indicate any special comments in the “Notes” (like “staggered departure”). Information of this nature will assist the VP Finance and the Executive in evaluating if the budget is realistic, or requires revision and further detail. Where in doubt, please err on the side of providing additional detail.

### **Event Balances**

The Event Balance is the difference between the revenues and expenses for that event. Committee Chairs should attempt to budget for break-even events (budgets with a zero balance) without accounting for possible contributions by the SLS or the Dean.

Note: This budget would not pass by the SLS under severe scrutiny because of its failure to make a zero balance for each event.

### **How to Fill Out the Budget Template**

The template is created to calculate revenues, expenses and event balances on its own. You need to enter ONLY quantity and price to make these calculations occur.

- 1) Fill in the event name in the blue cell labelled “Event #1, #2, etc.”

**Revenues**

- 2) Enter the revenue item in a blue cell under the heading "Revenues".
- 3) Find out the price and quantity of your revenue items.
- 4) Example: You plan to sell 150 tickets at \$10.
- 5) Enter the quantity of tickets you plan to sell in the green quantity column.
- 6) Enter the price at which you plan to sell the tickets in the green price column.
- 7) Repeat this for each revenue generating item for that event.
- 8) Under the SLS sponsorship revenue item, enter "1" as your quantity and the amount that you're requesting for that event as your price.
- 9) Under the other sponsorship revenue item, enter "1" as your quantity and the amount that you're requesting for that event as your price. Make certain to identify the other sponsor.

**Expenses**

- 10) Find out the price and quantity of your expense items.
- 11) Enter the revenue item in a blue cell under the heading "Revenues".
- 12) Example: You are buying 250 meals at \$40 per meal.
- 13) Enter the quantity of meals you plan to purchase in the red quantity column.
- 14) Enter the price at which you plan to sell the tickets in the red price column.
- 15) Repeat this for each expense item for that event.

**Questions about this Process**

If you require assistance, please contact VP Finance, Kristen Newman at [slsvpf@uwindor.ca](mailto:slsvpf@uwindor.ca).

Thank you and we look forward to receiving your proposal!

Students' Law Society 2008-2009





## 2008-09 Club Funding Proposal Form (Fall)

Please provide the information requested below and turn in only this part of the proposal. Your Club's application will be evaluated based on the responses you provide.

**Deadline for Applications: 4:00pm on Tuesday, October 7, 2008 in G.O. SLS dropbox.** Also, please email an electronic copy of your application to Kristen Newman at [slsvpf@uwindsor.ca](mailto:slsvpf@uwindsor.ca).

Club Name:			
Contact Person (1):		Contact Person (2):	
Preferred Email:		Preferred Email:	
Phone Number:		Phone Number:	
Role/Position		Role/Position	

1. What is the purpose of your Club/Group?
2. What event/initiative/program have taken place in previous years?
3. What event/initiative/programs are planned for the current school year?
4. Will the event/initiative/program that your Club is requesting funds for occur in the:  
☐ Fall term?  
☐ Winter term?  
☐ Both?
5. Are you requesting funds for multiple events?  
☐ Yes  
☐ No
6. What event/initiative/programs do you require SLS funding for in the current school year?  
Please describe the event or initiative in detail, ie. including time, date, place, number of anticipated people to benefit?
7. Please indicate specifically what the SLS funding will be used for as part of this event/initiative/program? ie. to provide pizza for a speaker's event.
8. How do you propose to inform students that this event is taking place?

9. How will the SLS benefit from this event?

10. Have you obtained other sponsorship for the events for which you are requesting SLS funds?

☐ Yes

☐ No

If yes, who is providing sponsorship:

11. If requesting funding for multiple event/ initiative/, the priority of the events must be ranked by you. Please provide the ranking here:

**Please provide a budget for your event(s) or initiatives.** Sample budgets MUST conform to the template provided in this package and emailed to your account following the Club Funding meeting on Tuesday, Sept. 16, 2008.

#### **Checklist**

- ☐ Have you answered questions 1-11?
- ☐ Have you provided your name and contact information?
- ☐ Have you attached a budget according to the template?
- ☐ Have you emailed the applications to [slsvpf@uwindsor.ca](mailto:slsvpf@uwindsor.ca)?