

# Inver Hills Community College

## Student Life Budget Request Form 2012-2013 (Fiscal Year '13)

Please keep in mind that the SABC would like you to use **zero-based budgeting** when completing this form. It is a goal of the Student Senate to work towards balancing the overall student life budget. Per the recommendation of the Student Senate food and travel will be looked at very closely in order to assure equity and fairness throughout the budgeting process. The total amount of Student Activities Funds available shall be a limiting factor in budgeting decisions. The committee will be making their funding choices based on the overall benefit these proposed events or activities bring to the campus as a whole (see SABC guidelines).

**Deadline to submit this form to the SABC:** February 1<sup>st</sup> (The SABC will review late budgets, however the SABC guidelines state that funding will be contingent upon 'if funds are available' when a budget is submitted late.)

The following information is required for all requests to be considered:

**Name of Club/Organization/Small Community/Area:** \_\_\_\_\_

**Cost Center Number:** \_\_\_\_\_

What is the mission of your club/organization/small community/area? (You will be ranking your budget items below based on your mission.)

\* Key for budget rankings

1. Critical. (If not funded, the club would not be able to fulfill the organization's mission)
2. Important. (If not funded, the club could operate, however, not to the organization's fullest potential)
3. Desired. (If not funded, the mission of the organization would not be affected)

### Line Item Budget – Detailed

Please refer to the SABC guidelines (Section IV, part C) when filling this form out. Here you will find appropriate expenses for which student activity funds can be requested.

#1 Operating Expenses (General materials for posters and advertising purposes can be found in CC116 and should not be budgeted for. This section is for expenses such as items that will stay with the student club, books, bulletin board supplies, etc.)	Description	\$ Requested	Ranking?	\$ Approved? (SABC use only)
#2 Meeting Refreshments (Allowed up to \$300 per year, \$150 per semester. Use it or lose it each semester.)	Description	\$ Requested	Ranking?	\$ Approved? (SABC use only)

#3 Event/Performer Expenses (publicity, materials, food, entertainment, contracts, speakers, etc. that go along with events your club hosts)	Description	\$ Requested	Ranking?	\$ Approved? (SABC use only)
#4 Trips (Registration fees, lodging, mileage, number attending, and all other applicable fees-BE SPECIFIC!)	Description	\$ Requested	Ranking?	\$ Approved? (SABC use only)
#5 Other (Items that do not fit into any of the above categories)	Description	\$ Requested	Ranking?	\$ Approved? (SABC use only)
<b>TOTAL:</b>				

Requested by (Advisor): \_\_\_\_\_

Amount Requesting: \_\_\_\_\_ Budget Received Last Year: \_\_\_\_\_

**SABC use only:** Cost Center: \_\_\_\_\_

Amount Approved Last Year: \_\_\_\_\_ Amount Requested This Year: \_\_\_\_\_

\_\_\_ Approved \_\_\_ NOT Approved \_\_\_ Approved with modifications (Adjusted Amount \$ \_\_\_\_\_)

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Date: \_\_\_\_\_