

Student Organization Budget Request

In order to request funding, you must do the following:

- 1. Complete all of the attached "Budget Request Forms".
- 2. Obtain proper signatures (President, VP of Finance, Advisor).
- 3. Attach all necessary documentation (invoices, cost summary, etc.) for each budget request item.

Be aware of the following points:

- SAS does not fund entire student organizations budgets.
- SAS organizations must raise money on their own efforts in addition to requesting funding from SAS.
- The following are examples of approved request:
 - *Request that benefit as many students as possible
 - *Serves the interest of the diverse student
 - *Relates to the purpose of the group (i.e. ties back to the mission statement)

DEADLINE FOR SPRING BUDGET REQUEST IS Friday 2/10/2012

Please submit completed forms to:
Office of Student Services (SG3)
9636 Gudelsky Drive
Rockville, MD 20850
P: 301-738-6000 ~ F: 301-738-6070

Questions? Contact Student Clubs Coordinator at shadygrove@umd.edu or 301-738-6023

Student Organization Budget Request

Organization Name	:			
Mission statement: constitution).	(Please attached as a	a separate page, as stat	ed in your	
Vice of Finance/Trea	surer:			
Phone:	Email	·		
Signature:				
President Name:				
Phone:	Email:			
Signature:				
Requests (In order of priority)	Total Cost	Amount Requested	Amount Allocated (SAS Staff Use)	
Event or Item #				-
Event or Item #				
Event or Item#				
Event or Item#				
Event or Item#				
Total Cost				1

Please attach a detail proposal and pricing summary for each event/ltem request (i.e receipts, invoices, documentation, etc).

Event/Item Breakdown Worksheet

 Event Name: 	Date &	z Time:	Event Rank:_	
Type of Event: (ed	ducational, social, academ	nic, recreational, etc)		
Purpose of Event:		•		
Description of Ex	ant in Deletion to Missis	n Ctatamanti		
Description of Ev	ent in Relation to Mission	ii Statement:		
Anticipated Attend	dance:	Event Location:		
Event is Open to:	Members Only: US	SG Community: P	Public:	
Admission Charge	e? YES NO	Admiss	sion Amount: \$	
Additional Source	s of Funding for this Eve	ent:		
	O			
Event/Item 1 Buc	lget Breakdown-			
Expense Item 1	Expect Total Cost	Amount Requested	Allocated Amount	
		From OSS	(OSS use only)	
Cost Quote Informati	on:			
Expense Item 2 Ex	Expected Total Cost	Amount Requested	Allocated Amount	
		From OSS	(OSS use only)	
Cost Quote Informati	on.			
Cost Quote Informati	OII.			
Expense Item 3	Expected Total Cost			
		From OSS	(OSS use only)	
Cost Quote Informati	on:	•		
Summagu	Total Evacated	Total Amount	Total Allocated	
Summary Event/Item 1	Total Expected Cost of Event 1	Requested From	Amount	
	Cost of Livent 1	OSS	(OSS use only)	
			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

Event/Item Breakdown Worksheet

	z Time:	Event Rank:
icational, social, academ	nic, recreational, etc)	
nt in Polation to Mission	n Statomonti	
iit iii Keiauoii to Missioi	ii Statement.	
ance:	Event Location	ı:
Members Only: US	SG Community: P	ublic:
YES NO	Admiss	sion Amount: \$
		"
get Breakdown-		
Expect Total Cost	Amount Requested	Allocated Amount
	From OSS	(OSS use only)
n:		
F 17 16		A 11 . 1 A
Expected Total Cost	-	Allocated Amount (OSS use only)
n:		
Expected Total Cost	Amount Requested	Allocated Amount
	From OSS	(OSS use only)
n:		
Total Expected	Total Amount	Total Allocated
Cost of Event 1	Requested From	Amount
	USS	(OSS use only)
	ance:Members Only: US YES NO of Funding for this Every get Breakdown- Expect Total Cost Expected Total Cost Expected Total Cost	Members Only: USG Community: P YES NO Admiss of Funding for this Event: get Breakdown- Expect Total Cost Amount Requested From OSS Expected Total Cost From OSS Expected Total Cost Amount Requested From OSS Total Expected Total Cost From OSS Total Expected Total Amount Total Expected Total Amount

Event/Item Breakdown Worksheet

 Event Name: 	Date &	z Time:	Event Rank:_	
Type of Event: (ed	lucational, social, academ	nic, recreational, etc)		
Purpose of Event:		• ,		
1				
Description of Ex-	ont in Deletion to Missis	n Ctatamanti		
Description of Eve	ent in Relation to Mission	ii Statement:		
Anticipated Attend	dance:	Event Location:		
Event is Open to:	Members Only: US	SG Community: P	Public:	
Admission Charge	PYES NO	Admiss	sion Amount: \$	
Additional Sources	s of Funding for this Eve	ent:		
	C			
Event/Item 3 Bud	lget Breakdown-			
Expense Item 1	Expect Total Cost	Amount Requested	Allocated Amount	
		From OSS	(OSS use only)	
Cost Quote Information	on:			
Expense Item 2	Expected Total Cost	Amount Requested	Allocated Amount	
Emperior rem 2	Emperica Total Goot	From OSS	(OSS use only)	
Cost Quote Informati	ou.			
Cost Quote informati	OII.			
Expense Item 3	Expected Total Cost			
		From OSS	(OSS use only)	
Cost Quote Information	on:	•		
Summary	Total Evacated	Total Amount	Total Allocated	
Summary Event/Item 3	Total Expected Cost of Event 1	Requested From	Amount	
	Cost of Livelit i	OSS	(OSS use only)	
			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	