



## **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](mailto:shadygrove@umd.edu) or 301-738-6023

## Student Organization Budget Request

**Organization Name:** \_\_\_\_\_

**Mission statement:** (Please attached as a separate page, as stated in your constitution).

Vice of Finance/Treasurer: \_\_\_\_\_

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			

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

## Event/Item Breakdown Worksheet

1. Event Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Event Rank: \_\_\_\_\_  
 Type of Event: (educational, social, academic, recreational, etc) \_\_\_\_\_  
 Purpose of Event:

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Description of Event in Relation to Mission Statement:

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Anticipated Attendance: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event is Open to: Members Only: \_\_\_ USG Community: \_\_\_ Public: \_\_\_

Admission Charge? YES NO Admission Amount: \$ \_\_\_\_\_

Additional Sources of Funding for this Event: \_\_\_\_\_

Event/Item 1 Budget Breakdown-

Expense Item 1	Expect Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 2	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 3	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Summary Event/Item 1	Total Expected Cost of Event 1	Total Amount Requested From OSS	Total Allocated Amount (OSS use only)

## Event/Item Breakdown Worksheet

1. Event Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Event Rank: \_\_\_\_\_  
 Type of Event: (educational, social, academic, recreational, etc) \_\_\_\_\_  
 Purpose of Event:

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Description of Event in Relation to Mission Statement:

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Anticipated Attendance: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event is Open to: Members Only: \_\_\_ USG Community: \_\_\_ Public: \_\_\_

Admission Charge? YES NO Admission Amount: \$ \_\_\_\_\_

Additional Sources of Funding for this Event: \_\_\_\_\_

Event/Item 2 Budget Breakdown-

Expense Item 1	Expect Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 2	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 3	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Summary Event/Item 2	Total Expected Cost of Event 1	Total Amount Requested From OSS	Total Allocated Amount (OSS use only)

## Event/Item Breakdown Worksheet

1. Event Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Event Rank: \_\_\_\_\_  
 Type of Event: (educational, social, academic, recreational, etc) \_\_\_\_\_  
 Purpose of Event:

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Description of Event in Relation to Mission Statement:

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Anticipated Attendance: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event is Open to: Members Only: \_\_\_ USG Community: \_\_\_ Public: \_\_\_

Admission Charge? YES NO Admission Amount: \$ \_\_\_\_\_

Additional Sources of Funding for this Event: \_\_\_\_\_

Event/Item 3 Budget Breakdown-

Expense Item 1	Expect Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 2	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Expense Item 3	Expected Total Cost	Amount Requested From OSS	Allocated Amount (OSS use only)
Cost Quote Information:			
Summary Event/Item 3	Total Expected Cost of Event 1	Total Amount Requested From OSS	Total Allocated Amount (OSS use only)

