



**STANDING  
BUDGET COMMITTEE**  
LAFAYETTE COLLEGE STUDENT GOVERNMENT

# **BUDGET REQUEST FORM**

**For Student Government Funded Organizations**

**2013-2014 Academic Year**

**IMPORTANT**



**PLEASE EMAIL THIS FORM TO  
LAFSTUGOV@LAFAYETTE.EDU**

**YOU MAY WANT TO MAKE ADDITIONAL COPIES FOR YOUR  
RECORDS OR TO HELP YOU DURING YOUR BUDGET MEETING.**

Please complete this form accurately, and provide all documents requested. Any misleading statements and entries will affect our evaluation of your budget request and may affect the initial budget allocation for your club/organization.

# 1. Club/Organization Information

Name of Club/Organization

Campus Box Number

Club/Organization Email (if applicable)

Account Number

Club/Organization Website (if applicable)

Current Balance in Student Government Account

\$

Annual Dues collected from Members (per person)

\$

Does the organization receive funding from other sources?

YES  NO

If the organization receives funding from other sources, please explain below:

**President**

President's Phone Number

President's Email

President's Box #

**Treasurer**

Treasurer's Phone Number

Treasurer's Email

Treasurer's Box #

**Faculty Advisor**

Number of Active Members

Attendance at Meetings

Attendance at Events

Number of First-Years And Sophomores

Number of Juniors And Seniors

## 2. Budget Information

2012-2013 ALLOCATION

\$

2013-2014 REQUEST

\$

### EXPECTED EXPENSES

Equipment & Furnishings-----	\$ <input type="text"/>
Uniforms-----	\$ <input type="text"/>
Membership Fees paid to National Organization-----	\$ <input type="text"/>
Subscription to Publications-----	\$ <input type="text"/>
Traveling-----	\$ <input type="text"/>
Contract Services-----	\$ <input type="text"/>
Films-----	\$ <input type="text"/>
Supplies (tape, paper, markers, etc) -----	\$ <input type="text"/>
Printing, Duplication, Postage-----	\$ <input type="text"/>
Food for events (e.g. Brown bags) -----	\$ <input type="text"/>
Miscellaneous (please specify):	\$ <input type="text"/>
_____	\$ <input type="text"/>
_____	\$ <input type="text"/>
_____	\$ <input type="text"/>
_____	\$ <input type="text"/>

**EXPENSE TOTAL** ||

\$

### EXPECTED INCOME

Dues collected from members-----	\$ <input type="text"/>
Planned fundraising (programs, activities, etc) ---	\$ <input type="text"/>
Restricted Account balance (if applicable) -----	\$ <input type="text"/>
Agency Account balance (if applicable) -----	\$ <input type="text"/>
Other funding sources (please specify):	\$ <input type="text"/>

**INCOME TOTAL** ||

\$

### 3. Income & Expenses Summary

EXPENSE TOTAL-----	\$	
INCOME TOTAL-----	\$	
DIFFERENCE (Expense - Income) ---	\$	<b>2013-2014 REQUEST</b>
		\$

### 4. Itemized Expenditures

(Please attach any other information necessary under the headings below)

Equipment & Furnishings:	
Uniforms:	
Membership fees paid to National Organization(s):	
Subscription to Publications:	
Traveling:	

Contract Services:	
Films:	
Supplies:	
Printing, Duplication, Postage:	
Food for events (e.g. brown bags):	
Miscellaneous:	

## 5. Events

Please list the events/activities your club undertook this year. Please include an approximate attendance and cost for each event. Please mark events which you cosponsored with an asterisk and include the name of cosponsoring clubs

Please list the events/activities your club **plans** to undertake **next year**: Please include the total cost for each event.

## 6. Inventory Sheet

Inventory	Date of Acquisition (DD/MM/YYYY)	Cost per Item	x	Quantity in Inventory	=	TOTAL \$

**7.** Additional Comments

A large, empty rectangular box with a thin black border, intended for providing additional comments. The box occupies most of the page below the section header.



## 8. BUDGET COMMITTEE COMMENTS

To be completed by Student Government Budget Committee:

## 9. DECLARATION

(Your request will not be processed unless this section is completed by the President, Vice-President, Treasurer & Advisor of the Club/Organization)

=====

I have reviewed this Budget Request Form for the:

---

Club/Organization and believe to the best of my knowledge that the information provided in true and accurate.

Signed:

CLUB/ORGANIZATION PRESIDENT	Date
CLUB/ORGANIZATION VICE-PRESIDENT	Date
CLUB/ORGANIZATION TREASURER	Date
CLUB/ORGANIZATION ADVISOR	Date

**PLEASE COMPLETE THE NEXT PAGE →**



# ORGANIZATION OFFICER UPDATE FORM

Name of Club/Organization: \_\_\_\_\_

President:

_____	_____	_____	_____
Name	Class Year	Email	Box No.

Vice-President:

_____	_____	_____	_____
Name	Class Year	Email	Box No.

Treasurer:

_____	_____	_____	_____
Name	Class Year	Email	Box No.

Secretary:

_____	_____	_____	_____
Name	Class Year	Email	Box No.

Advisor:

_____	_____	_____
Name	Email	Box No.

**SPORTS CLUBS**

CATEGORY	3 UNITS	2 UNITS	1 UNIT
Previous Year's Expenses	> \$12,000	\$3,000 to \$12,000	< \$3,000
Membership: Members required	>3:1	>2:1	>1:1
Activity Level	> 8 contests	4 to 8 contests	1 to 3 contests
Competitiveness	League Play / Tournaments	Tournaments / Performances	Special Events / Clinics
Coaching	Paid Coach	Volunteer Coach / Paid Instructor	Student Coach
Practices	> 3 times per week	2 per week	< 2 per week
Marketing	recruit, web page, game results	recruit, web page	recruit
Fundraising	>25% of SG budget	10% to 25% of SG budget	5% to 10% of SG budget
Activity Status			sanctioned for activity
N-S Member Dues per Semester	> \$200 per member	\$100 to \$199 per member	\$25 to \$99
National Governing Body			yes
Upperclassmen: Underclassmen	<1:1	<2:1	<3:1
Longevity	> 5 years	1 to 5 year	<1 year
Attended Budget Info Session	Yes		
Updated Officer Form		yes	
<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>PROVISIONAL</b>
At Least 36 Units	At least 28 Units	At least 22 Units	< 22 Units
N-S = Non Social		CLUB TOTAL:	

NON-SPORTS

CATEGORY	3 UNITS	2 UNITS	1 UNIT
Previous Year's Expenses	> \$8,000	\$2,000 to \$8,000	< \$2,000
Club Membership	> 30 active members	16 to 30	≤15
Monthly Meetings		3+	≤2
Faculty Advisor		yes	
Small Events (≤149)*	16+	15 to 8	7 to 3
Large Events (≥150)**	3+	2	1
Co-sponsorships	50%+	49% to 25%	<25%
Advertising	Campus Calendar +2	campus calendar +1	campus calendar
Fundraising	>25% or total budget	15% to 25% of total budget	
Events Held On Campus		≥75%	≥50%
N-S Member Dues			yes
Member of Respective National Organization		yes	
upperclassmen: underclassmen	<1:1	<2:1	<3:1
Longevity	> 5 years	1 to 5 year	<1 year
Budget Info Session	yes		
Updated Officer Form		yes	
<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>PROVISIONAL</b>
At Least 38 Units	At least 30 Units	At least 24 Units	< 22 Units
N-S = Non Social		CLUB TOTAL:	

\*includes fundraisers

\*\* Only counts if people stay for some time at event (ex. TEDxLAF counts, tabling in front doesn't)