**DETAILED BUDGET SHEET**

**Your Organization’s Name**:

*Please spell out your organization's name completely.*

***Save this document as****:* “(Your Organization’s Fully Typed Name) Detailed Budget Sheet”

***Example:*** Student Government Association Detailed Budget Sheet

**Please read this entire document before you begin to answer questions and provide information.** SGA and COF recommend that you submit a completed copy of this Detailed Budget Sheet to your student organization’s faculty advisor.

**Please answer information about your organization below by answering the following questions:**

*Type your answer underneath each question. Your answers may be as long as you like, but it is important that you answer each question as completely and clearly as possible.*

Note: If you choose not to answer each question or if you do not provide enough details, your budget request may be denied.

1. Briefly state the purpose and mission of your organization:

2. What fundraisers did your organization participate in this year? Please provide a brief description of each. (If they are planned for this Spring but haven’t happened yet please still list)

3. What community service projects did your organization participate in this year? Please provide a brief description of each. (If they are planned for this Spring but haven’t happened yet please still list)

4. What program events did your organization conducted this year? Please provide a brief description of each. (Please list events planned for the remainder of Spring as well)

5. What travel events did your organization go on this year? Please provide a brief description of each. (Please list planned events for this Spring as well).

6. How has your organization improved student life on campus?

**PROGRAMMING ALLOCATION REQUESTS**

*Type the title of each program prior to offering a description. Copy questions 1-5 for each separate item listed on your organization’s Budget Worksheet.*

**\*\*\*Make sure you are entering the correct information for each numbered question.\*\*\***

Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.

**Please type the answers to PROGRAMMING questions ABOVE the line of asterisks.**

**1. List the title of the programming event.** Double check that it is a General Program as defined in the COF Policy Manual Article 4, Section 1, pertaining to programming. List the name of each event in the order that it appears on your organization’s Budget Worksheet.

2. Has your organization ever conducted this or a similar program before and if so, what were the results? How many people participated?

3. What is your anticipated participation (number of students) for this program?

4. How will this program benefit the students and University?

5. Please provide a brief description of this programming event. In addition to being used by COF and SGA for determining approval of your request, this description will be used by SGA and the University for advertising and marketing purposes.

**1.**

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**1.**

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**Please answer all PROGRAMMING questions ABOVE this line of asterisks.**

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**TRAVEL ALLOCATION REQUEST**

*Type the title of each travel program prior to offering a description. Copy questions 1-5 for each separate item listed on your organization’s Budget Worksheet.*

**\*\*\*Make sure you are entering the correct information for each numbered question.\*\*\***

Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.

**Please type the answers to TRAVEL questions ABOVE the line of dash marks.**

**1. List the title of the travel event.** List the name of each travel program in the order that it appears on your organization’s Budget Worksheet.

2. Has your organization ever gone on this or a similar travel event before and what were the results? How many people participated?

3. What is your anticipated participation for this travel event?

4. How will this travel event benefit the students and the University? Please list what may be learned along with how this event will be socially and culturally enriching.

5. Please provide a brief description of this travel event. In addition to being used by COF and SGA for determining approval of your request, this description will be used by SGA and the University for advertising and marketing purposes.

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**Please answer all TRAVEL questions ABOVE this line of dash marks.**

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**CAPITAL ALLOCATION REQUEST**

*Type the title of each capital item prior to offering a description. Copy questions 1-4 for each separate item listed on your organization’s Budget Worksheet.*

*Note: If you are requesting a capital item allocation that has a cost greater than $250.00, bids must be solicited from at least three sources. You may include bids with your submitted budget files in your organization's Desire2Learn Budget folder or you may list your prices and sources under each capital item. Please be clear about which bids go with which capital item.*

**\*\*\*Make sure you are entering the correct information for each numbered question.\*\*\***

Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.

**1. List the title of the capital item.** List the title of each capital item in the order that it appears on your organization’s Budget Worksheet.

2. Why is this capital item needed?

3. How will this capital item benefit the students and the University?

4. Please provide any additional information that you would like the Committee on Finance to consider for granting this capital item allocation request. *(Optional)*

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**1.**

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