

STUDENT GOVERNMENT ASSOCIATION

BUDGET REQUEST FORM

2020-2021

Organization Name and Account Number

Amount Requested

Student Treasurer (Print Name)

Advisor (Print Name)

Student Treasurer (Signature)

Advisor (Signature)

Treasurer Email Address

Advisor Email Address

Treasurer Phone Number

Advisor Phone Number

Is your club membership open to all students?

YES

NO

Do you receive any academic credits for participating in this club?

YES

NO

STUDENT GOVERNMENT ASSOCIATION

INFORMATION FORM

2020-2021

Organization Name and Account Number

Please provide us with the purpose of your organization:

Number of active members in your organization: _____

Major accomplishments of your organization during 2018-2019 (last year):

Major accomplishments planned by your organization for 2019-2020:

****Please attach any detail if more room is needed****

| Expense Name | Detailed Description | Amount Requested | SGB Given |
|---|-----------------------------|-------------------------|------------------|
| Recruitment (one event per semester) | | | |
| Publicity (Advertising your organization) | | | |
| Conference (Costs associated with a select group of members attending a conference) | | | |
| Guest Speakers (guest speakers fee) | | | |
| Supplies (Office supplies, club supplies) | | | |
| Program / Operating (Costs associated with running a program related to your organizations' mission statement) | | | |
| Transportation (vehicle rental, gas/mileage reimbursement) | | | |

| Expense Name | Detailed Description | Amount Requested | SGB Given |
|---|----------------------|------------------|-----------|
| Telephone / Rent | | | |
| Maintenance / Repairs | | | |
| Equipment (Non-Capital) (Individual pieces of equipment costing less than \$500) | | | |
| Subscriptions / Memberships / Dues (Organizational – <u>not</u> individual memberships) | | | |
| Performance / Concert | | | |
| Music / Script (sheet music and/or script used by organization) | | | |
| Uniforms / Uniform Cleaning (Uniforms owned by the student organization – <u>not</u> individual uniforms owned by members) | | | |

| Expense Name | Detailed Description | Amount Requested | SGB Given |
|--|----------------------|------------------|-----------|
| Printing (Printing costs for organizational needs) | | | |
| Referee Fees | | | |
| Entry Fees | | | |
| Postage / Freight | | | |
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STUDENT GOVERNMENT ASSOCIATION

FUNDRAISING REPORT FORM

2020-2021

Organization Name and Account Number

List all fundraising your organization participated in 2018-2019 (last year):

List total amount that was raised by your organization during 2018-2019: _____

List all fundraising your organization has done or has planned for this year (2019-2020):

List all fundraising your organization has planned for next year (2020-2021):

STUDENT GOVERNMENT ASSOCIATION

COMMUNITY SERVICE REPORT FORM

2020-2021

Organization Name and Account Number

List all community service efforts your organization has participated in 2018-2019 (last year):

List all community service efforts your organization has planned for 2019-2020 (this year):

List all community service efforts your organization has planned for 2020-2021 (next year):

Budget & Finance Committee Notes: