

## **2024-2025 Student Senate Budget Request Form**

Please fill out this budget request form for the 24-25 fiscal year. There are instructions provided in the Google Slides presentation that is attached to the email. **PLEASE READ THEM CAREFULLY.** Write your responses directly next to the line item, after the colon. Responses should also be in non-bold ink so it is easy to differentiate.

### **Section 1: Club Information (required for all clubs):**

**1. Club Name:**

**2. Club Email:**

**3. Club President Name:**

**4. Club President Email:**

**5. Club Treasurer Name:**

**6. Club Treasurer Email:**

**7. Club Advisor Name:**

**8. Club Advisor Email:**

**9. Club Budget Status (please place an X next to your clubs budget status)**

**Year 1:**

**Year 2:**

**Year 3:**

**Year 4+:**

**10. Number of Club Members:**

**11: Average Number of Events Per Year:**

**12. 2023-2024 Budget Request:**

**13. 2023-2024 Budget Allocation**

**14. Waiving Budget (see powerpoint), Yes or No:**

## **Section 2: Planned Event Information (Required for all clubs)**

**15. Number of Events Planned for '24/'25:**

**16. Event 1 Name:**

**17. Event 2 Name (if applicable):**

**18. Event 3 Name (if applicable):**

**19. Event 4 Name (if applicable):**

**20. Event 5 Name (if applicable):**

**21. Number of Events Requiring Funding:**

**22. Event 1 Cost:**

**23. Event 2 Cost (if applicable):**

**24. Event 3 Cost (if applicable):**

**25. Event 4 Cost (if applicable):**

**26. Event 5 Cost (if applicable):**

**27. Proposed Programming Costs '24/'25: \$**

**28. Proposed Non-Programming Costs '24/'25: \$**

**29. Grand Total Budget Request: \$**

## **Section 3: Attestation Information (required for all clubs):**

For this section, put the initials of the person that fills out this form directly next to each line item. Year 1 and Year 2 clubs can skip line items 32 and 33.

**30. By submitting this form, you attest that this information is accurate and complete to the best of your knowledge:**

**31. You understand that your club may not receive the full amount requested:**

**32. You understand that if you are asking for over \$1,000, then you must present a budget presentation in person to the Director of Treasury (DOT):**

**33. If your club is asking for over \$1,000, please select a budget presentation time slot on the **provided spreadsheet**. You acknowledge that your club will be prepared to present a breakdown of your budget at this presentation:**

**[END]**