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]