**IMPORTANT:** Has your organization filed an organization agreement update form?

 If you haven’t, your organization is not eligible to receive SGA funding. Fall 2022 budget applications are due by Thursday, September 9

FOR ACCOUNTING USE ONLY

Date of JL:

Initials:



**Budget Application**

Date:

Name of Student Organization: Organization’s Project Number:

Requested by: Position within the organization:

Phone Number: E-mail Address:

Grant Amount Requested: Current Bank Account Balance:

Please answer the following questions:

1. How will this budget be utilized?
2. How will this budget benefit your organization? How will this budget benefit the Methodist University community?
3. Please attach an itemized budget for your proposed academic year or semester expenses.

**You must follow the example provided below**\*The more detailed information provided, the better the organization’s chance of receiving funding\*

**Example of itemized budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Date** | **Items** | **Amount Needed** |
| Spaghetti Dinner Fundraiser | September 23, 2017 | Pasta- 20 boxes/ $5 a box)- $100Pasta sauce-6 jars/ $5 a jar- $30Garlic bread- 7 boxes/ $7 a box- Food Lion- $49Disposable plates, forks, knives, and napkins- $21 a bundle Food Lion-$21 | $200 |
| T-shirts for members | No Date | 5cent tees- 60 shirts/ $5 per shirt \*see invoice attached\* | $320 |
| Guest Speaker- Michael Jordan | September 30, 2017 | Speaker fee- including hotel and travel | $200 |
| Pumpkin Smash Event | Fall semester | Pumpkins from Walmart- 30 pumpkins/$10 a piece= $300Rubber mallets for smashing pumpkins- 10/$10 a piece= $100Drinks, snacks and candy- $100 | $500 |
| Homecoming Tailgate | October 28, 2017 | Stadium cups from 4imprint (see attached price quote and design) | $100 |
| **TOTAL REQUESTED**  |  |  |  | **$1,320** |

**TRAVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Cost** | **Who, What, Where When** | **Quantity**  | **Amount Needed** |
| Registration for NACA Conference (National Association of Campus Activities) | 3 students’ registration (Cam Hollender, Lauryn Fisher, TJ Mcgills) September 23, 2017, in Boston, MA | 3 | $300 |
| Hotel (Number of Rooms) | Days Inn | 2- $150 per room | $300 |
| Travel (plane, gas) | Flights from Fayetteville to Boston | 5- $200 per flight | $1,000 |
| Advisor Cost | Doris Munoz (Advisor) | 1 | $280 |
| **TRAVEL TOTAL REQUESTED** |  |  | **$1,880** |

 **GRAND TOTAL for budget request- $3,200**

1. Please attach your organization’s activity schedule for the semester/academic year
2. Please attach the most up-to-date member roster for your organization
3. Explain what your organization is also doing to help fund-raise for the cost of some of your requests.

*(The submitter must be a SOC representative and not a faculty member/advisor)*

SOC President: SOC Advisor:

SOC President’s E-mail: SOC Advisor’s E-mail:

SOC Treasurer:

SOC Treasurer’s E-mail:

*Note: The SGA Finance Committee will use the information above to make an informed decision in its determination in funding your budget request. Please contact the SGA Treasurer in writing if any of the above information changes after submission of the application. The Committee will hold this club/organization responsible for using the money for the above stated purpose. Club expenditures will be verified by the Controller’s Office monthly. If funds are not used in accordance with the guidelines stated in the request, the SOC will be responsible for paying back the funds to the SGA.*

**Campus Engagement Office**

\*Below is to be completed by the Campus Engagement Office

Date Received: Verify SOC eligibility status:

 Eligible-Current update
 form/application on file.

 Not Eligible.

Verification Signature: