



Activity/Event Budget Worksheet

If there is a cost associated with your activity or event, please use this worksheet to provide us with the details and to help figure out your budget. This form is not used for fundraisers or travel. See the Student Life Office if you have any questions.

BUDGET BASICS

_____ What is the total cost budgeted for this event?

_____ What is the cost per student for this event? Divide the above total cost by the expected number of participants.

CONTRACTS

Does this event require a contract from a non-College of the Mainland entity? If so, request information/quote and send to the Student Life Office. *Never sign a contract.*

- No Continue to Budget Details/Explanation below
- Yes Attach documentation for contract and/or include explanation below and send to the Student Life Office.

BUDGET DETAILS

Registration/Entry Fee

Food

Printing

Guest speaker/presenter

Décor

Activity materials

Off-campus venue

Miscellaneous (Explain)

Total for Activity/Event

CLUB FUNDING ON HAND

Club fundraising balance

SGA Award balance

Total funds on hand

Remainder (Total funds on hand minus total for activity)

NOTE: If additional funds are needed, attach the Additional Club Funding Proposal Form and submit to SGA for approval.