

Activity/Event Budget Worksheet

If there is a cost associated with your activity or event, 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.

CONTRACTS

Does this event require a contract? _____ If so, request the information or a quote and attach it to this paperwork. *Never sign a contract.* The Student Life Office will obtain the appropriate signature.

BUDGET DETAILS

| | |
|---|----------------------|
| Registration/Entry Fee | <input type="text"/> |
| Food | <input type="text"/> |
| Printing | <input type="text"/> |
| Guest speaker/presenter | <input type="text"/> |
| Décor/Activity materials | <input type="text"/> |
| Off-campus venue | <input type="text"/> |
| Miscellaneous (Explain below or attach explanation) | <input type="text"/> |

Total for activity/event

CLUB FUNDING ON HAND

| | |
|----------------------------|---|
| Fundraiser Account Balance | <input type="text"/> |
| SGA Award Balance | <input type="text"/> |
| Total Funds on hand | <input style="border: 2px solid red;" type="text"/> |

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