

STUDENT GOVERNMENT ASSOCIATION

BUDGET REQUEST FORM

2022 – 2023

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**Organization Name and Account Number**

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**Amount Requested**

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Student Treasurer (Print Name)

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Advisor (Print Name)

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Student Treasurer (Signature)

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Advisor (Signature)

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Treasurer Email Address

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Advisor Email Address

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Treasurer Phone Number

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Advisor Phone Number

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STUDENT GOVERNMENT ASSOCIATION

INFORMATION FORM

2022 – 2023

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**Organization Name and Account Number**

Please provide us with the purpose of your organization:

Number of active members in your organization: \_\_\_\_\_

Major accomplishments of your organization during 2020-2021 (last year):

Major accomplishments planned by your organization for 2021-2022:

**\*\*Please attach any detail if more room is needed\*\***

<b>Expense Name</b>	<b>Detailed Description</b>	<b>Amount Requested</b>	<b>SGB Given</b>
<b>Recruitment</b> (one event per semester)			
<b>Publicity</b> (Advertising your organization)			
<b>Conference</b> (Costs associated with a select group of members attending a conference)			
<b>Guest Speakers</b> (guest speakers fee)			
<b>Supplies</b> (Office supplies, club supplies)			
<b>Program / Operating</b> (Costs associated with running a program related to your organizations' mission statement)			
<b>Transportation</b> (vehicle rental, gas/mileage reimbursement)			

Expense Name	Detailed Description	Amount Requested	SGB Given
<b>Telephone / Rent</b>			
<b>Maintenance / Repairs</b>			
<b>Equipment (Non-Capital)</b> (Individual pieces of equipment costing less than \$500)			
<b>Subscriptions / Memberships / Dues</b> (Organizational – <u>not</u> individual memberships)			
<b>Performance / Concert</b>			
<b>Music / Script</b> (sheet music and/or script used by organization)			
<b>Uniforms / Uniform Cleaning</b> (Uniforms owned by the student organization – <u>not</u> individual uniforms owned by members)			

Expense Name	Detailed Description	Amount Requested	SGB Given
<b>Printing</b> (Printing costs for organizational needs)			
<b>Referee Fees</b>			
<b>Entry Fees</b>			
<b>Postage / Freight</b>			

STUDENT GOVERNMENT ASSOCIATION

FUNDRAISING REPORT FORM

2022 – 2023

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**Organization Name and Account Number**

List all fundraising your organization participated in 2020-2021 (last year):

List total amount that was raised by your organization during 2020-2021: \_\_\_\_\_

List all fundraising your organization has done or has planned for this year (2021-2022):

List all fundraising your organization has planned for next year (2022-2023):

STUDENT GOVERNMENT ASSOCIATION

COMMUNITY SERVICE REPORT FORM

2022 – 2023

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**Organization Name and Account Number**

List all community service efforts your organization has participated in 2020 – 2021 (last year):

List all community service efforts your organization has planned for 2021 – 2022 (this year):

List all community service efforts your organization has planned for 2022 – 2023 (next year):

Budget & Finance Committee Notes: