

**Emory & Henry College  
Student Government Budget Request  
Spring 2013**

Name of Club or Organization: \_\_\_\_\_

Completed by: \_\_\_\_\_

President/Editor: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Previous Semester's Request: \$ \_\_\_\_\_

Previous Semester's Allocation: \$ \_\_\_\_\_

**Projected Income:**

Dues Collected: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Total projected income: \_\_\_\_\_

Does your organization have an outside bank account? Yes \_\_\_\_\_ No \_\_\_\_\_

**Total Allocation Request for this Semester: \$ \_\_\_\_\_**

1. How many students are members in your club/organization?
  
2. How many are active members? Please attach your organization's roster.
  
3. What are the goals of your club/organization?



5. Please list the programs or activities you are planning for the **Spring 2013 semester**. This includes guest speakers, games, events, dinners, etc. For each activity, itemize in detail the requested amount. Please attach this information on a separate sheet. **PLEASE BE AS SPECIFIC AS POSSIBLE.** (Attach additional pages if necessary.) **If your club is going on a trip or attending a conference, please include the number of people that will be participating.**

Item or Activity	Explanation	Cost	Campus Wide or Mainly Club?

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6. Provide on a separate list any equipment that your club or organization is requesting funding for. Explain how this equipment will be used, who will use it, who will have access to it, where it will be stored, and who is responsible for it.

**By signing the Budget Request Waiver below, you attest that:**

- 1. All information provided in this packet is truthful and accurate;**
- 2. Co-sponsorship opportunities were explored;**
- 3. Your organization will use its funding responsibly;**
- 4. And your organization agrees to allow the Senate Finance Committee access to all organizational financial information if necessary.**

**Signature of Organization President:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Organization Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_