





# STUDENT LIFE BUDGET REQUEST

DUE MARCH 1<sup>ST</sup>

In order to prepare for next year, we need to know your budget needs. Please submit your request to the Director of Student Life, in the Student Life Center (1-300).

Program/Activity: \_\_\_\_\_

FY\_\_\_ # of participants (estimate): \_\_\_\_\_ Goal # of participants next year \_\_\_\_\_

What events open to the campus do you have planned fall semester?

\_\_\_\_\_

What events open to the campus do you have planned for spring semester?

\_\_\_\_\_

## Please Attach A Budget

FY \_\_\_\_\_ Budget (Please attach budget on separate sheet)

### Sample of Completed Budget:

Purchased Services	
Guest Speakers/Musicians/Entertainers/etc.	\$ _____
Travel to Conferences	
Registration Fees	\$ _____
Airfare	\$ _____
Hotel	\$ _____
Meals	\$ _____
Supplies	\$ _____
Food	\$ _____
Advisor Stipend (no more than \$500 annually)	\$ _____
Other miscellaneous	\$ _____
<b>Total</b>	<b>\$ _____</b>

-----  
Total Expenses (from attached budget) \$ \_\_\_\_\_

Anticipated Income (fundraisers or other) \$ \_\_\_\_\_

Total FY\_\_\_\_\_ Request \$ \_\_\_\_\_

If you are requesting a budget increase, please justify the reason for the increase.  
Attach additional paperwork if necessary.