

## Budget Proposal Application

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All student organizations applying to become commissioned in 2012–2013 must complete this Budget Request Application.

When completed, please **EMAIL** this to Augsburg Day Student Government at [stugov@augsborg.edu](mailto:stugov@augsborg.edu) and Campus Activities and Orientation at [grewe@augsborg.edu](mailto:grewe@augsborg.edu) by **11:59pm on Wednesday, February 1, 2012.**

## Budget Proposal Application



### Basic Information

Please fill out your student organization's basic contact information below. You must fill out all of the information below in order for your Budget Request Application to be complete.

<b>Name of Student Organization</b>		
<b>Select Your Student Organization</b>		
<b>Name of Main Contact Person</b>	<b>Main Contact Email</b>	<b>Main Contact Phone #</b>
<b>Name of Secondary Contact Person</b>	<b>Secondary Contact Email</b>	<b>Secondary Contact Phone #</b>
<b>Name of Advisor</b>	<b>Advisor Email</b>	<b>Advisor Phone #</b>

Your student organization must provide a breakdown of how the total amount indicated above will be spent. On the following pages, you will be asked to itemize your general operating budget and all of the budgets for each of your individual programs.

After completing the following pages, the total amount your student organization is requesting for 2012-2013 will automatically appear below.

**Please note:** More than 1 student organization cannot request money for the same event. This means that only 1 student organization can request funds for 1 event.

**TOTAL REQUESTED AMOUNT (WILL AUTOMATICALLY CALCULATE): \$0.00**



## Budget Proposal Application

### General Operating Budget Expenses

Please itemize your student organization's general operating budget for 2012-2013 on the lines below. Your general operating budget includes all of your expenses for 2012-2013 that will NOT be spent on any events or programming. This includes but is not limited to:

- Stipends for student officers, writers/editors, etc.
- Food for general meetings
- Equipment (i.e. computers)
- Office supplies
- General printing costs
- General advertizing costs (not for specific events)

General Operating Expenses	
Advertising / Publicity	
Equipment	
Food	
Postage	
Printing / Photocopying	
Stipends	
Supplies	
Miscellaneous	
<b>SUBTOTAL</b>	<b>\$0.00</b>

If your student organization is budgeting to pay stipends, please indicate who will be paid and how much each person will be paid below:

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## **Budget Proposal Application**

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### **Program Budgets**

You are asked to itemize each of your student organization's programs for 2012-2013. If the program is a recurring event (i.e. it is part of a series of programming), you can include all of the series in one budget.

There are a total of 16 program budget forms in this Budget Request Application. You do not have to complete all of the Program Budgets provided in this application – please only complete the total amount of Program Budgets that your student organization needs for 2012-2013.

If your student organization has more than 16 programs for which you need to provide budgets, please contact Augsburg Day Student Government at [stugov@augsborg.edu](mailto:stugov@augsborg.edu) and they will provide you with additional program budgets forms.



# Budget Proposal Application

## Program Budget #1

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #1			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #2

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #2			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #3

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #3			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00



# Budget Proposal Application

## Program Budget #4

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #4			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00





# Budget Proposal Application

## Program Budget #5

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #5			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #6

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #6			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00



# Budget Proposal Application

## Program Budget #7

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #7			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00



# Budget Proposal Application

## Program Budget #8

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #8			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #9

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #9			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #10

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #10			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #11

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #11			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #12

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #12			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00



# Budget Proposal Application



## Program Budget #13

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #13			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #14

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #14			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00



# Budget Proposal Application

## Program Budget #15

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #15			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00

# Budget Proposal Application



## Program Budget #16

Name of Program:		
Please describe the program in detail (i.e. purpose, audience, etc.):		
With what other student organizations are you or do you hope to collaborate on this program?		
How many times have you done this program in previous years?	If you have done this program before, how many people have attended?	How many people do you expect to attend this program this year?

Program Budget #16			
Advertising / Publicity		Postage	
Decorations / Linens		Printing / Photocopying	
Equipment Rental		Speakers	
Facilities Rental		Stipends	
Food		Supplies	
Lodging / Hotel		Travel	
Performers		Miscellaneous	
SUBTOTAL			\$0.00