Semester Budget Proposal Form Instructions

- The club's semester budget proposal shall be completed on the Semester Budget Proposal form provided on the website.
- The purpose of the form is to show the club's projected funds for the upcoming semester. This is NOT a summary of funds for the current semester.
- The club may submit supporting documents to accompany the required Semester Budget Proposal form. However, these serve as supporting documents ONLY and do NOT replace the information to be cited on the required form.
- In order for a club to receive a budget for a given semester; they must be in tier 1 or tier 2 for the current academic year and they must submit the required budget proposal form. The budget proposal form is due on May 1st for the fall semester budget and December 1st for the spring semester.
- Each tier has a limit for the amount allocated for a given semester. If requesting more than that limit it will NOT be recognized. Only the current tier allocation limits will be recognized for a club's semester budget.
- For Revenue, the 1st line item is Member dues. This is the club's projected amount charged for dues and the estimated number of members that will pay. If the club does not charge dues then this will be $0 for this revenue stream. Please note member notes is a beneficial way for a club to receive commitment from its current member base and receive funds to off-set expenses not covered within a club's budget.
- For Revenue, the 2nd line item is Fundraisers. These are projected events the club will host to raise funds to off-set club expenses. Once again this is a revenue stream to generate money that will NOT be receive from a club's allocated budget.
- For Revenue, the 3rd line item is Donations. This is a projected revenue stream of potential donors the club may obtain for the upcoming semester.
- For Revenue, the 4th line item is Sport Club Allocation. This is the amount the club is requesting for its upcoming semester club budget.
- For Revenue, the 5th line item is Current Balance of Bank Account. This is the club's current dollar amount in their off-campus account. The 6th line is Misc Revenue which is another form of revenue this is NOT included in one of the above line items. Please be specific if this item is filled.
- After completing each Revenue line then total the amount. If a line does not apply to a club then record 0 for that line. The total will be the club's estimated generated funds for the given semester.
- For Expenses, the 1st line item Regional/National Conference dues. This is the amount the club will need to pay in order to be in a collegiate sanctioned conference for upcoming semester. Please note this may NOT be counted against the club's allocated budget, but please go ahead and list the amount.
- For Expenses, the 2nd line item is Entry Fees. This is the estimated amount for competition fees for a given semester. For example, if the club is looking to go to 4 tournaments and each tournament registration is on average $100 dollars each then this line total will be $400 dollars.
For Expenses, the 3rd line item is Equipment. This is the estimated amount for a club's needed equipment for the upcoming semester. This is NOT a wish list; this is a number that best reflects the equipment needed/required for the club to operate in a safe and updated fashion.

For Expense, the 4th line item is Competition lodging. This is the estimated amount for the club's hotel expenses for attending competitions in a given semester. For example, if the club is planning to attend 4 competitions and will be staying overnight for all 4; then take estimated total amount $500 for all members to attend times 4 which will equal $2000 for this line.

For Expenses, the 5th line item is Official's Fees. This is the estimated amount for officiating expenses for the club's total competitions for a given semester. If the club's competitions are NOT officiated or it is encumbered in the entry fees or regional/conference dues then put 0 for this line item.

For Expenses, the 6th line is Supplies. This is the estimated amount for materials needed for hosting a competition and/or club event. This is a separate expense from equipment needed for a given sport.

After completing each Expense line then total the amount. If a line does not apply to a club then record 0 for that line. The total amount will be the club's estimated expenses for the upcoming semester.

Please make sure to fill in the requested funds line at the bottom of the form which will be the same number as the Sport Club Allocation line under Revenue which line 4.

Ideally, the amount listed for total revenue should off-set the amount listed for total expenses. For this to be the case the club will need to rely on multiple revenue lines and not just the Sport Club Allocation line. This shows the club is attempting to off-set the majority of their expense with more than just the allocated level.

The more information supplied will assist the Sport Clubs Coordinator in allocating the appropriate amount of funds for the club. This will require submitting additional and supporting documents to justify the items listed for each category.