

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 must 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 first 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 dues are 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.
 - The second 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 received from a club's allocated budget.
 - The third line item is donations. This is a projected revenue stream of potential donors the club may obtain for the upcoming semester.
 - The fourth line item is sport club allocation. This is the amount the club is requesting for its upcoming semester club budget.
 - The fifth line item is Current balance of bank account. This is the club's current dollar amount in their off-campus account.
 - The sixth line is miscellaneous 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 item, add together all revenue streams for the total 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 first line item is 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.

- The second 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 attend four tournaments and each tournament registration is \$100 dollars, then this line total will be \$400 dollars.
 - The third 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.
 - The fourth 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 on staying in hotels for four competitions and each hotel reservation was \$500, you would multiply $4 \times \$500 = \2000 .
 - The fifth 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.
 - The sixth 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 four.
 - 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 amount.
 - The supporting documentation submitted will assist the Assistant Director in allocating the appropriate amount of funds for the club. Clubs should submit as much specific and detailed supporting documentation in order to justify the club's needs.