Event Budget Request Summer B / Fall 2021

This is for only for event requests. Operational and travel requests should be completed on their respective forms. Student Government Funded Organization's total Event Requests for a semester budget cycle may not exceed twenty thousand dollars ($20,000), excluding honorariums. Honorariums may not exceed $15,000 per fiscal year.

* Required

1. Name of Organization (Please put the full organization name as registered with the Department of Student Activities & Involvement) *

2. President's Information (name, phone #, ufl email) *

3. Treasurer's Information (name, phone #, ufl email) *

https://docs.google.com/forms/d/1CK6kizStmkgKgwqqOSN_pACfd7J17-bWgl3RE6nXPg/edit
4. Name of Event *


5. Event Date *

Example: January 7, 2019


6. Purpose of Event *


7. List benefits to the State, the University, and/or your organization *


8. Venue of Project *


9. Expected Attendance *
10. Previous attendance (if applicable)

| Programs Budget Line (Do not include honorariums. There is a separate section for honorariums) |

11. PROGRAMS TOTAL

12. Programs Breakdown: Include Item Descriptions, Costs Per Item, Quantities, and Total Costs

| Awards Budget Line |

13. AWARDS TOTAL (Code 808.8 #8) Cap: $40 per item; must be competition based
14. Awards Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

Honorariums

Honorariums Budget Line. Student Government Funded Organizations may receive up to fifteen thousand dollars ($15,000) per fiscal year for honorariums.

15. HONORARIUMS TOTAL

16. Honorariums Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

Advertising

Advertising Budget Line

17. ADVERTISING TOTAL (Code 808.8 #10: Promotional items cap = $2 per item; Code 808.8 #3: Clothing must not exceed $15 per item and must be used for promotional purposes)
18. Advertising Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs


Copies

19. COPIES TOTAL


20. Copies Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs


Food

21. FOOD TOTAL (Code 808.8 #9) Cap: $5 x Anticipated UF Student Attendance
22. Food Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

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Total Amount Requesting

Please add up your line items and put the total below.

23. Total Amount

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