Event Budget Request Spring / Summer A 2022

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) *

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
4. Name of Event *


5. Event Date (Must be within either Spring or Summer A 2022 semesters) *

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)

11. PROGRAMS TOTAL

12. Programs Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Supplies | Qty: 2 | Cost Per Item: $3.00)

13. AWARDS TOTAL (Code 808.8 #8) Limit: $40 per item; must be competition based
14. Awards Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Awards | Qty: 4 | Cost Per Item: $10.00)

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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

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16. Honorariums Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Speaker | Qty: 1 | Cost Per Item: $1,000)

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Advertising

Advertising Budget Line

17. ADVERTISING TOTAL (Code 808.8 #10: Promotional items limit = $2 per item; Code 808.8 #3: Clothing must not exceed $15 per item and must be used for promotional purposes)

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18. Advertising Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Pens | Qty: 5 | Cost Per Item: $2.00)

Copies

19. COPIES TOTAL

20. Copies Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Flyers | Qty: 20 | Cost Per Item: $1.00)

Food

21. FOOD TOTAL (Code 808.8 #9) Limit: $5 x Anticipated UF Student Attendance
22. Food Breakdown: Include Item Descriptions, Quantities, & Costs Per Item (Example: Pizza | Qty: 10 | Cost Per Item: $12.00)

Total Amount Requesting

23. Total Amount

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