

Operational Budget Request Spring / Summer A 2022

This is for only for operational requests. Event and travel requests should be completed on the respective forms.

Code 800.42: Organization Operational Budget- Annual budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Awards, and non-event related advertising.

*** 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. Title of Activity *

5. Purpose of Activity *

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

7. Venue of Project *

8. Total Number of Members in Organization *

9. Expected GBM Attendance *

10. Previous Attendance (if applicable)

11. How many GBMs for the semester? *

Programs

Code 810.3 #12: The only items able to be funded under "Programs" for operational budgets are plates, napkins, cups, utensils, and tablecloths.

12. PROGRAMS TOTAL (Code 810.3 #12) Limit: # of members x # of GBMs

13. Programs Breakdown: Include Item Descriptions, Quantities, & Costs Per Item (Example: Plates | Qty 100 | \$2.00 per item)

Advertising

Advertising Budget Line

14. ADVERTISING TOTAL (Code 810.3 #13) Limit: \$2 x # of members x # of GBMs

- 15. Advertising Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Pens | Qty 100 | \$2.00 per item)

Awards

Awards Budget Line

- 16. AWARDS TOTAL (Code 810.3 #8 and #11) Limit: 5% of total budget or \$100
whichever is greater; \$350 max

- 17. Awards Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Awards | Qty 100 | \$2.00 per item)

Copies

Copies Budget Line

- 18. COPIES TOTAL

19. Copies Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
(Example: Flyers | Qty 100 | \$2.00 per item)

Food

Food Budget Line

20. FOOD TOTAL (Code 810.3 #10) Limit: \$5 per head x # of active members

21. Food Breakdown: Include Item Descriptions, Quantities, & Costs Per Item (Example:
Pizza | Qty 10 | \$12.00 per item)

Total Amount Requesting

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

22. Total Amount

Google Forms