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 *

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_________________________________________________________

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

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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

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

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

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

Food

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

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

Total Amount Requesting

22. Total Amount

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