

# Event Budget Request Summer B / Fall 2022

This form is 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.

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\* Required

1. Name of Organization (Please put the full organization name as registered with the Department of Student Activities & Involvement and exactly as it appears on GatorConnect.) \*

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

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

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4. Name of Event \*

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5. Event Date (Must be within either Summer B or Fall 2022 semesters) \*

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*Example: January 7, 2019*

6. Purpose of Event \*

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

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8. Venue of Event \*

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9. Expected Attendance \*

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10. Previous attendance (if applicable)

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Programs

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

11. PROGRAMS TOTAL

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

Example: Plates | Qty 100 | \$2.00 per item, Decorations | Qty 1 | \$50 per item

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Awards

Awards Budget Line

13. AWARDS TOTAL (Code 808.8 #8: Limit of \$40 per item and must be competition based)

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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: 50 | Cost Per Item: \$2.00

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Copies

Copies Budget Line

19. COPIES TOTAL

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

Example: Flyers | Qty: 20 | Cost Per Item: \$1.00

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Food

Food Budget Line

21. FOOD TOTAL (Code 808.8 #9: Limit of \$5 x Anticipated UF Student Attendance)

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22. Food Breakdown: Include Item Descriptions, Quantities, & Costs Per Item

Example: Pizza | Qty: 10 | Cost Per Item: \$12.00

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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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