

Operational Budget Request Summer B / Fall 2022

This form is only for operational requests. Event and travel requests should be completed on their 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 and exactly as it appears on GatorConnect.) *

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, Tablecloth | Qty 1 | \$100.00

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
