

Event Budget Request Spring & Summer A 2023

This form is only for event requests. Separate request forms must be submitted for each event occurrence. Operational and travel requests should be completed on their respective forms.

Code 808.8 #1: Student Government Funded Organization's total event requests for a semester budget cycle may not exceed twenty thousand dollars (\$20,000), excluding honorariums.

Code 808.8 #2: 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 and exactly as it appears on GatorConnect.)

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 2023 semesters; events that fall outside these semesters cannot be approved) *

6. Purpose of Event *

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

8. Venue of Event *

9. Expected Attendance *

10. Previous attendance (if applicable)

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

11. PROGRAMS TOTAL

12. Programs Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Plates | Qty 100 | \$2.00 per item, Decorations | Qty 1 | \$50 per item

Awards	Awards Budget Line
--------	--------------------

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

14. Awards Breakdown: Include Item Descriptions, Quantities, & Costs Per Item

Example: Awards | Qty: 4 | Cost Per Item: \$10.00

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

16. Honorariums Breakdown: Include Item Descriptions, Quantities, & Costs Per Item

Example: Speaker | Qty: 1 | Cost Per Item: \$1,000

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)

18. Advertising Breakdown: Include Item Descriptions, Quantities, & Costs Per Item

Example: Pens | Qty: 50 | Cost Per Item: \$2.00, Buttons | Qty: 100 | Cost Per Item: \$1.00

Please make sure to list the quantity and costs per item; as a reminder, the promotional items limit is \$2 per item.

Copies

Copies Budget Line

19. COPIES TOTAL

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

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

Food

Food Budget Line

21. FOOD TOTAL (Code 808.8 #9: Limit of \$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

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

23. Total Amount *

This content is neither created nor endorsed by Google.

Google Forms