

Operational Budget Request Spring & Summer A 2023

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.

The cap on this is the number of members multiplied by the number of General Body Meetings, up to twelve (12) General Body Meetings per Fiscal Year.

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.

810.3 #13: Items able to be funded in the advertising line include T-Shirts, tabling supplies, stickers, copies, posters, and banners.

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

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

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