Event Budget Request Spring & Summer A 2024 - Primary Form

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.

* Indicates required question

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 *

    Please specify the name of the event. Examples: Summer B BBQ, Bowling Night, Leadership Panel

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5   Event Date (Must be within either Spring or Summer A semesters; events that fall   *
    outside these semesters cannot be approved)

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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 *

    _____

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.)

Note: Any equipment and/or exclusive-use durable goods should be included in this section.

800.22: Exclusive-Use Durable Goods – One-time purchases (non-recurring) that are used exclusively by student organizations. Normally the item will either cost more than one thousand dollars ($1,000) with a service life of three or more years or be considered pilferable and thus must be inventoried per UF regulations.

11.   PROGRAMS TOTAL
ONLY input the number; do not enter a "$" sign.

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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, Disposable Tablecloths | Qty 3 | $5.00 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)

ONLY input the number; do not enter a "$" sign

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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

ONLY input the number; do not enter a "$" sign

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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 $15 per item and must be used for promotional purposes)
ONLY input the number; do not enter a "$" sign

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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 and clothing must not exceed $15 per item.

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Copies

Copies Budget Line. For use at the SG Graphics and Copy Center.

19. COPIES TOTAL
ONLY input the number; do not enter a "$" sign

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20. Copies Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Flyers | Qty: 20 | Cost Per Item: $1.00, Postcards | Qty: 50 | Cost Per Item: $0.50

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Food

Food Budget Line

21. FOOD TOTAL (Code 808.8 #9: Limit of $7 x Anticipated UF Student Attendance)
ONLY input the number; do not enter a "$" sign

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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 *
ONLY input the number; do not enter a "$" sign

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