Operational Budget Request Spring & Summer A 2024 - Primary Form

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.

* 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. Title of Activity *

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5. Purpose of Activity *

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

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7. Venue of Project *

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8. Total Number of Members in Organization *

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9. Expected GBM Attendance *

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10. Previous Attendance (if applicable)

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11. How many GBMs for the semester? Up to six (6) General Body Meetings per   *
organizational budget hearing process can be funded.

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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 six (6) General Body Meetings per organizational budget hearing process can be funded.

12. PROGRAMS TOTAL (Code 810.3 #12- Limit: # of members x # of GBMs)
ONLY input the number; do not enter a "$" sign

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13. Programs Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Plates | Qty 100 | $2.00 per item, Disposable Tablecloths | Qty 5 | $3.50 per item

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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. Up to six (6) General Body Meetings per organizational budget hearing process can
be funded.

14. ADVERTISING TOTAL (Code 810.3 #13- Limit: $2 x # of members x # of GBMs)
ONLY input the number; do not enter a "$" sign

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15. Advertising Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Pens | Qty 100 | $2.00 per item, T-shirts | Qty 50 | $10.00 per item

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

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Awards

Awards Budget Line

16. AWARDS TOTAL (Code 810.3 #8 and #11- If the request totals $2,000 or less, the
cap shall be $100. If the request totals $2,000-$4,000, the cap shall be $200. If the
request totals $4,000-$6,000, the cap shall be $300. If the request totals more than
$6,000, the cap shall be $350.)
ONLY input the number; do not enter a "$" sign

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17. Awards Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Awards | Qty 100 | $2.00 per item

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Copies

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

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

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19. Copies Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Flyers | Qty 100 | $2.00 per item

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Food

Food Budget Line

20. FOOD TOTAL (Code 810.3 #10- Limit: $7 per head x # of active members)
ONLY input the number; do not enter a "$" sign

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

Example: Pizza | Qty 10 | $12.00 per item

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Total Amount Requesting

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

22. Total Amount *

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

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