

“How To” Guide for Completing Your Budget Requests

Follow the below steps to submit a complete and accurate budget request to the Gov’s Organization Council Budget Committee.

1. Review the budget rules for changes and additions since the last budget process. The GOC’s budget committee meets after each budget cycle and reviews the rules and makes changes based on issues that may have arisen from the previous allocation cycle. Thus, *budget rules are subject to change from one allocation period to the next. It is the organization’s responsibility to know these rules and to ask questions regarding them PRIOR to submitting your request.*
2. **REQUIRED: Complete the “Student Organization Information” sheet.** This form is used to verify that only recognized organizations are requesting funds from GOC. It also informs us of the current officers whom we may contact for questions and who we will send the decision letter to after the budget committee meets.
3. **REQUIRED: Fill out the “Program Proposal” page.** *This page is provided to the Office of Student Life and GOC for information to be placed on the event calendar and in an event file for future reference.*
 - a. Write in the title of your program.
 - b. Provide us with the date, time, location, and projected attendance of the program.
 - c. Is your program OPEN to all APSU students/faculty/staff? or COMMUNITY (open to the Clarksville community)? (Circle one)
 - d. What is the total budget for your program? (This is the total amount you will spend including the money your organization will put towards the cost of the program.)
 - e. What is the total amount being requested from GOC? (This amount may differ from the total budget for some groups.)
 - f. Write in your organization’s name. If you are co-sponsoring the program, write in the other organization’s name.
 - g. Tell us who the event chair is and their phone and e-mail. (This may be someone other than an executive officer.)

The Program Proposal for Single or Multiple Events
should be submitted electronically to:

GOCTreasurer@apsu.edu

If organizations want additional assistance with the packet or program planning, they may meet with GOC treasurer in advance.

4. **Offer Sheet: THIS IS OPTIONAL.** *This page only needs to be completed if the sponsoring organization is hiring an outside vendor or artist to provide services for the event. Since students are not authorized to negotiate contracts, this sheet will be used by the Office of Student Life to authorize a contract on your behalf. If the SLL Staff have already negotiated a contract, attach the contract to your proposal. All budget requests requiring a contract must be submitted 4 weeks prior to the event date to be considered by the committee.*

