

## “How To” Guide for Completing Your Budget Requests

Follow the steps below to submit a complete and accurate budget request to the Student Organization Council budget committee.

1. Review the budget rules for changes and additions since the last budget process. The SOC’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 SOC. 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 Leadership and SOC 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 SOC? (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:

[SOCtreasurer@apsu.edu](mailto:SOCtreasurer@apsu.edu)

*If organizations want additional assistance with the packet or program planning, they may meet with SOC 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 and Leadership 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 at least 4 weeks prior to the event date to be considered by the committee.*

5. **REQUIRED: Program/Artist Information.** Please write a brief description of what will occur with your event. This gives the committee a better understanding of what you will be doing with the money you are requesting and any conflicting events on campus.
6. **REQUIRED: Program Budget.** Please write in the program title, person completing form (which may be someone other than an executive officer in your organization), and your organization name.
  - a. **Type** refers to the general category of the item needing funding. This may be food, decorations, contract fee, security, rental fees, etc.
  - b. **Expenditure** refers to the exact description of what you are requesting and how much of an item.
  - c. **Org. #1 and Org. #2:** Only use these columns if you are co-sponsoring an event to differentiate between what one group is spending/requesting with the other.
  - d. **Amount Requested by SOC:** *This amount is the total being requested for that particular TYPE of item.*
  - e. **Total Expenses:** Add the items for Org. #1 column and Org. #2 column.
  - f. **Balance:** This is the total amount being requested from SOC for all items on the budget.

**Sample:**

Type	Expenditure	Org. #1:	Org. #2:	Amount Requested by SOC
Food	2 Cheese Trays, 1dessert tray, soda for 50 people	25.00	25.00	50.00
Security	2 APSU officers @ \$25/hr. for 4 hours	200.00	0	200.00

Total Expenses = 225.00                      25.00

Balance = 250.00

**For requests totaling over \$1,000:**

A knowledgeable student representative from the organization or group must be present at the SOC meeting to present the request and respond to questions or SOC will not consider the request. In general, student representatives should be prepared to provide the following kinds of information:

- History and success of the previous sponsored events of the organization or group
- Explanation and details of the funding request including budget items
- Plans for use of facilities

Any other information that would be helpful to the committee in determining whether or not the expenditure of funds will meet the criteria established for funding in these guidelines.