### SPORT CLUB BUDGET REQUEST FORM

Please type or print clearly

Year: ______________________

Name of Organization: ____________________________

President: ___________________ Telephone: _______ E-Mail: ___________
Treasurer: ___________________ Telephone: _______ E-Mail: ___________
Faculty Advisor: _______________ Telephone: _______ E-Mail: ___________

Number of members actively enrolled: ______ Membership dues: per semester $____ per year $____

Estimate year end balance $____

#### BUDGET SUMMARY

Please use this section to summarize information reported in the **ITEMIZED BUDGET REPORT**

<table>
<thead>
<tr>
<th>I. EXPENSES</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Office Expenses</td>
<td>$_______</td>
</tr>
<tr>
<td>B. Transportation</td>
<td>$_______</td>
</tr>
<tr>
<td>C. Room/Lodging</td>
<td>$_______</td>
</tr>
<tr>
<td>D. Entry Fees</td>
<td>$_______</td>
</tr>
<tr>
<td>E. Equipment</td>
<td>$_______</td>
</tr>
<tr>
<td>F. Facilities</td>
<td>$_______</td>
</tr>
<tr>
<td>G. Affiliation Dues</td>
<td>$_______</td>
</tr>
<tr>
<td>H. Officials</td>
<td>$_______</td>
</tr>
<tr>
<td>I. Workshops, Clinics, etc.,</td>
<td>$_______</td>
</tr>
<tr>
<td>J. Miscellaneous</td>
<td>$_______</td>
</tr>
<tr>
<td>K. Expense of Money-making projects</td>
<td>$_______</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES** $_______

<table>
<thead>
<tr>
<th>II. PLANNED INCOME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Membership Dues</td>
<td>$_______</td>
</tr>
<tr>
<td>B. Donations</td>
<td>$_______</td>
</tr>
<tr>
<td>C. Fundraising</td>
<td>$_______</td>
</tr>
<tr>
<td>D. Other</td>
<td>$_______</td>
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</tbody>
</table>

**TOTAL PLANNED INCOME** $_______

<table>
<thead>
<tr>
<th>III. TOTAL REQUEST</th>
<th>(Expenses minus Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_______</td>
<td>$_______</td>
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</tbody>
</table>
ITEMIZED BUDGET REPORT

Please summarize the information reported below on the BUDGET SUMMARY

I. EXPENSES

A. Office Expenses (copying, postage, long distance telephone, etc.,)
   item __________________________________________ cost $ __________
   item __________________________________________ cost $ __________
   item __________________________________________ cost $ __________

B. Transportation

Where ___________________ When __________ # of days ______ # of people ______
# of vehicles _____ Mileage _________ cost $ __________
Where ___________________ When __________ # of days ______ # of people ______
# of vehicles _____ Mileage _________ cost $ __________
Where ___________________ When __________ # of days ______ # of people ______
# of vehicles _____ Mileage _________ cost $ __________

C. Room / Lodging

Where ___________________ When __________ # of days ______ # of people ______
# of nights __________ cost $ __________
Where ___________________ When __________ # of days ______ # of people ______
# of nights __________ cost $ __________
Where ___________________ When __________ # of days ______ # of people ______
# of nights __________ cost $ __________

D. Entry Fees

Where ___________________ When __________ # of teams ______ cost/team $ ______
________________________________________________ cost $ __________
Where ___________________ When __________ # of teams ______ cost/team $ ______
________________________________________________ cost $ __________
Where ___________________ When __________ # of teams ______ cost/team $ ______
________________________________________________ cost $ __________

E. Equipment

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Unit Price</th>
<th>Total Cost</th>
<th>cost $ __________</th>
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</tbody>
</table>


F. Facilities

Place ____________________________ date __________  cost $ __________

Place ____________________________ date __________  cost $ __________

G. Affiliation Dues (local, regional, national)

Name ________________________________ cost $ __________

Name ________________________________ cost $ __________

H. Officials

Date ________  # of officials ________ cost/officials $ ________ total cost $ ________

Date ________  # of officials ________ cost/officials $ ________ total cost $ ________

Date ________  # of officials ________ cost/officials $ ________ total cost $ ________

I. Workshops, Clinics, etc.

Date ________ Name ________________________________ cost $ __________

Date ________ Name ________________________________ cost $ __________

J. Miscellaneous (please explain items listed in this section)

Item __________________________________________ cost $ __________

Item __________________________________________ cost $ __________

K. Money-making projects expenses (please list all event costs)

Date ________ event ________________________________ cost $ __________

Date ________ event ________________________________ cost $ __________

Date ________ event ________________________________ cost $ __________

II. PLANNED INCOME

A. Membership Dues

# of expected members __________ x dues __________ = $ __________

B. Donations

anticipated donations ________________________________ = $ __________

C. Money-making projects income (please list all event costs) = $ __________

Date ________ event ________________________________ income $ __________

Date ________ event ________________________________ income $ __________

Date ________ event ________________________________ income $ __________

D. Other Income (please explain items listed in this section)

Item __________________________________________ amount $ __________

Item __________________________________________ amount $ __________

Item __________________________________________ amount $ __________

THANK - YOU