Associated Students Budget Committee
Request Form 2010-2011

Organization Name: ____________________________
Title of Event: ____________________________ Date of Event: ________________
Place of Event: ____________________________ Expected Attendance: ________________
Do your members pay dues? ________________ If yes, How much? ________________

Description of Event (use additional page if necessary):

________________________________________________________________________
________________________________________________________________________

For Specific Funding Guidelines, please refer to the BUDGET COMMITTEE BYLAWS

Type of Event: _______ Open to entire student body, i.e. Dance and theatrical performance
(Maximum $7.50 per person for food & event)
Educational Activity
(Off campus Max- $10 per person, On campus Max- $500 per event)
Workshop/Retreat
(Maximum $15 per person per night)
Recognition Event, i.e. Dinner, Luncheon
(Maximum $10 per member for an On Campus Events Only)
Convention/Conference
(Maximum 50% of conference fees and housing)
Fundraiser
(If AS fund<50% organization keeps all profits; If > 50% AS keeps 25% profits)

COSTS:
Food: ________________ $ ________________ Entertainment: ________________ $
Other: ________________ $ Other: ________________ $

TOTAL COST: ________________ $

REVENUES:
Ticket Sales: ________________ $ Outside Contributions: ________________ $
Organization Contribution: ________________ $

TOTAL REVENUE: ________________ $

AMOUNT REQUESTED FROM BUDGET COMMITTEE

$________________________

Organization President Signature: ____________________________ Contact Email: ____________________________

Contact Name: ____________________________ For: ____________________________

For AS Finance purposes only. Do not write below.

Amount Allocated by Budget Committee: $__________ For: ____________________________

AS Finance: ____________________________ Date of Allocation: ____________________________
TPB Rep: ____________________________ Date Email Sent: ____________________________

White: AS Finance Yellow: Organization Copy
Please Contact Lexie Malchione at Ext. 4909 or ASFinance@sandiego.edu with any questions.
Return completed form to SLP 307.