

Date: February 26th 2008.

To: All Recognized clubs/organizations

From: Yamara Salazar, SGO VP of Finance and Administration

Re: Budget Request Packet

As stated in the SGO Constitution-Finance Committee By-laws, Article VI, all Clubs/Organizations Class IA, Class IB, Class IIA, and Class IIB must submit the Budget Request Packet to the VP of Finance and Administration. Article VI, section C state that the Budget Request Packet should be submitted to the VP of Finance and Administration by the last business day of the fourth week of March, which in this case are due March 31st 2007. The budget Request Packets will be distributed at the Finance Committee Meeting on Feb 26th 2008. If you for any reason do not receive your Budget Request Packet, it will be available on the SGO website, or feel free to pass by the SGO office. If you need assistance with the Budget Request Packet please make an appointment and I will be more than glad to help you. Newly recognized clubs/organizations that are eligible for SGO funds must submit this packet as well. Article VII states that all clubs receiving an initial budget will be allocated a maximum of \$200.

The Budget Request Packet includes the following:

1. Information sheet, self-explanatory sheet that will guide you through the process.
2. Registration form
3. Club's inventory list
4. Club's membership. Signature, and gothic ID numbers
5. List of activities from the academic year
6. Itemization of total remaining funds
7. New budget request proposed activities for the new academic year

BUDGET REQUEST PACKET

THE FORMS MENTIONED IN THE PRIOR PAGE MUST BE COMPLETED BEFORE YOUR BUDGET IS PLACED UNDER REVISION BY THE FINANCE COMMITTEE.

CLUBS/ORGANIZATIONS PLEASE NOTE:

1. The Student Government Organization does not fund individual club parties, all events must be open to the college community.
2. First year clubs are eligible to receive up to \$200 budget.
3. See the SGO handbook-Finance committee by-laws for further information.

IMPORTANT:

Budget allocation depends on how well the Organization has fulfilled its objectives for the year, and how well it has followed the Finance Policies and Procedures. Also please keep in mind that allocations, most importantly, depend on the amount of student activity fees that is collected by the amount of students that are currently enrolled for the academic year, which is subject to increase or decrease every year.

ORGANIZATION NAME:

Please fill in the blanks with the appropriate information concerning your club/organization. If the title of the officers does not correspond to those used in your organization, cross out and substitute with those used by your organization.

President:

Name:
Address:
Gothic ID:
Phone number:

Vice-President:

Name:
Address:
Gothic ID:
Phone number:

Treasurer:

Name:
Address:
Gothic ID:
Phone number:

Secretary:

Name:
Address:
Gothic ID:
Phone number:

Below, please list the name of the person who should receive communications or inquiries concerning your club/organization. The mailing address and phone number of this individual will be released to those seeking to contact the organization, unless it is otherwise noted that the information should not be released.

Name:

Address:

Phone number:

Membership list:

Name of the organization/club:

<u>Name</u>	<u>Signature</u>	<u>Gothic ID number</u>
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

ALL SGO RECOGNIZED CLUBS/ORGANIZATIONS MUST HAVE A MINIMUM OF TEN ACTIVE MEMBERS. ALL MEMBERS MUST BE REGISTERED AT NEW JERSEY CITY UNIVERSITY

**LIST OF ACTIVITIES THAT THE CLUB/ORGANIZATION OFFERED THIS
ACADEMIC YEAR 2007-2008**

(Along with copies of flyers for each event held this year).

CLUB/ORGANIZATION:

DATE SUBMITTED:

PROGRAM/ACTIVITY	EVENT DATE	TOTAL COST	REVENUE	FINANCECOMMITTEE RECOMMENDATIONS

TOTAL SPENT: _____

**PROPOSED BUDGET-LIST OF ACTIVITIES FOR THE FOLLOWING
ACADEMIC YEAR 2008-2009**

PROGRAM/ACTIVITY	EVENT DATE	ESTIMATED COST

TOTAL: _____

BUDGETS:

Please list your 2007-2008 Budget (current budget) stating line items.

Please write your requested 2008-2009 budget providing line items that will equal to your New Budget Request.

What did your club or organization was not able to fulfill with their budget?

Besides Events, how else were you able to use your budget?

State the reasons why your club/organization needs an increase:
(Use additional paper if needed)