**Student Organization Budget Proposal Form**

\*For use by Blue Mountain Christian University student organizations seeking funding support.\*

Instructions

This form is designed for student organizations to request funding for events, activities, or general operations. Please complete all sections of the form thoroughly. Incomplete or vague proposals may delay or disqualify your request. Attach any additional supporting documentation, such as event plans, vendor quotes, or detailed breakdowns of expenses.

**I. General Information**

1. Organization Name:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Date of Submission:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Primary Contact Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (e.g., President, Treasurer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Advisor Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Funding Request Overview**

1. Total Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Purpose of Funding Request:

 (Select all that apply)

 [ ] Event/Program

 [ ] Operational Costs (e.g., supplies, promotional materials)

 [ ] Travel (e.g., conferences, competitions)

 [ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Brief Description of Request:

(Provide a concise overview of how the funds will be used.)

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**III. Detailed Budget Breakdown**

\*List each item, its cost, and its purpose. Attach additional sheets if necessary.\*

Example:

|  |  |  |
| --- | --- | --- |
| **Item/Expense** | **Cost** | **Purpose/Justification** |
| Example: Venue Rental | $100 | Room for networking event |
| Example: Catering | $250 | Refreshments for attendees |
| Example: Flyers/Printing | $50 | Advertising the event to students |
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| --- | --- | --- |
| **Item/Expense** | **Cost** | **Purpose/Justification** |
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Total Estimated Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Event/Program Details (if applicable)**

1. Event/Program Title:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Date(s) of Event/Program:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Expected Attendance:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How does this event/program align with your organization’s mission and goals?

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**V. Funding Sources and Support**

1. Other Sources of Funding (if applicable):

(List any other funding or revenue streams for this request, such as membership dues, ticket sales, or external sponsors.)

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2. Has your organization received funding from the university before?

 [ ] Yes

[ ] No

 If yes, provide details (e.g., amount, purpose, year):

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**VI. Authorization and Agreement**

By signing below, I acknowledge that the information provided in this form is accurate and truthful to the best of my knowledge. I understand that funding is not guaranteed and is subject to approval by the university.

Primary Student Leader Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Information

Submission Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit Completed Forms to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Questions, Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your commitment to enriching the student experience at Blue Mountain Christian University!