

Student Senate Budget Request

IMPORTANT:

* IF REQUESTING FUNDS FOR MULTIPLE EVENTS, EACH EVENT MUST BE

SUBMITTED ON A SEPARATE BUDGET REQUEST FORM.

* BUDGET REQUEST(S) MUST BE SUBMITTED PRIOR TO AN EVENT OCCURRENCE.
* BUDGETARY GUIDELINES ARE LOCATED ON THE STUDENT SENATE PAGE

Contact Information

Organization Name:

[Click here to enter text]

Contact Person(s) (name and email) and Overseeing Faculty member (if applicable)

[Click here to enter text]

Event Information

Event Name:

[Click here to enter text]

Date(s) of Event (Use both if multiple day event):

*Start:* [Select a Date]

*End:* [Select a Date]

Location of Event:

[Click here to enter text]

Number of People Expected to Attend:

[Click here to enter text]

Is a Transportation Method Applicable (Y/N):

If Yes Please Describe:

 [Click here to enter text]

Detailed Description of the Event:

[Click here to enter text]

 If Event is Overnight Please Give an Itinerary:

 [Click here to enter text]

Benefit to Central College Community:

[Click here to enter text]

Itemized Budget Breakdown

Budget Account Number (if applicable): [Click here to enter number]

Please be very detailed below. Please include any fundraising that has been done that will be spent for this event and include any financial contributions the group/individual students will be paying for. Make sure to SUBTRACT these contributions from the cost leaving ONLY the portion Student Senate will be responsible for funding in the “Student Senate Total” cell.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Line Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Student Senate Total |  |

Date submitted: [Select a Date]

Submission and Procedural Instructions
Please save the file name of this form as the event name and submit the form as an attachment in email form to ssenate@central.edu AND huttong1@central.edu . Please submit the request by Friday at 5 PM. The Senate Budget and Finance Committee will review your request once it has been submitted and the treasurer will contact you for further instructions.