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UMaine Student Government: Request for Start Up Budget

University of Maine Student Governement

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UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.

****REQUEST FOR START UP BUDGET****

Return to:

UMaine Student Government, Inc.
5748 Memorial Union
Orono, ME 04469-5748
Phone: 581-1780 or 581-1778

Date of Application:

Fiscal Year Funding is Requested:

FY2021

NAME OF ORGANIZATION: _____

Contact Officers:

1. _____ President Phone: _____

2. _____ Treasurer Phone: _____

Number of Undergraduate Students: _____ Graduate Students: _____

Total Operating budget: \$ _____

Less: Expected sources of other funding:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Equals: Total Budget Requested \$ _____

*All Expected Expenditures and Requests

Advertising & Correspondence

Expenditures

**Amount
Needed**

**Amount
Requested**

1. _____	\$ _____	\$ _____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
Total:	\$ _____	\$ _____

Office/Start Up Expenses

Expenditures

**Amount
Needed**

**Amount
Requested**

1. _____	\$ _____	\$ _____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
Total:	\$ _____	\$ _____

<u>Expenditures</u>	<u>Total Amount Required</u>	<u>Amount Requested</u>
1. Advertising & Correspondence	\$ _____	\$ _____
2. Office Expenses	\$ _____	\$ _____
Total:	\$ _____	\$ _____

Maximum allowed for club start up/office budgets is a total of \$200.00 (total for both categories.) See below for Additional Funding Requests: Club representatives do not have to go to the Executive Budgetary Committee (EBC) or General Student Senate (GSS) meetings for the passage of these start up/office budgets.

Funding for the categories of Conference & Travel, Equipment & Materials and Programs for most boards, community associations, clubs and committees shall be issued separately from the Annual Budget process and only through a resolution or allocation. The resolution or allocation must be sponsored by the EBC and passed by the GSS. This will be done throughout the year as each organization's events are planned in order to deal with current financial needs. The amount of these resolutions/allocations will determine if GSS attendance is needed. Please be specific when requesting items on your budget.

If you have any questions or concerns, please visit us in the Student Government, Financial Affairs Office located in room 156 or 153 in the Memorial Union. Once completed please submit this form to the Financial Affairs office. Please fill out the forms completely as incomplete forms will be returned to you and not considered for funding until they have been corrected.

We, the undersigned undergraduates, hereby state that our club is in good standing, has final recognition and our officer forms are current and up to date. Also, that this budget request meets the requirements of the University of Maine Student Government, Inc. Financial Policies. (Copies of these policies are available in the Financial Affairs office).

Club President

Date

Club Treasurer

Date

*Revised on 8/17/2020, VPFA Jake Tauke.