



Colorado College Student Government Association 2013-14 Club Budget Application

I. Organization

Name of Organization:

ORG Number:

Date:

Number of Years Chartered:

Number of Members:

Operating Budget Application

II. Contact Information (Please include both co-chairs if there is more than one)

Name:

Position Title:

Year in School:

Worner Box:

Email:

Phone Number:

Name:

Position Title:

Year in School:

Worner Box:

Email:

Phone Number:

III. Funding Guidelines

Please briefly describe the mission statement for your group in the 2012-2013 academic year. What has your group improved on this year? What do you look to improve upon next year? How will CCSGA funding aid in this annual goal? More events? Better Quality events?

IV. Funding Outline

Please give a brief description of all events you would like CCSGA to assist in funding for the 2013-2014 school year. You can include as many as you would like us to know about, but only include the number of events that you can realistically expect to host in a given year (one small event every block is ambitious, but groups have done it successfully in the past). Be as explicit and detailed as possible, as the greater detail you provide will allow us to make better decisions about what money to provide to your

group. Remember, CCSGA funding is meant for ongoing initiatives – if your group hosts one major event each year, Special Event funding is available for your group – but a CCSGA annual budget would not be appropriate.

Note: Funds will be awarded *per semester*. Any and all funds unused by the last day of Block 4 will be reallocated to the Special Events fund.

1st Semester:

Name of Event:
Date/Block:
Expected Attendance:
Number of Years Event has been held:
Budget Requested:
Event Explanation and Budget Breakdown:

Name of Event:
Date/Block:
Expected Attendance:
Number of Years Program has been held:
Budget Requested:
Event Explanation and Budget Breakdown:

Name of Event:
Date/Block:
Expected Attendance:
Number of Years Event has been held:
Budget Requested:
Event Explanation and Budget Breakdown:

2nd Semester:

Name of Event:

Date/Block:

Expected Attendance:

Number of Years Event has been held:

Budget Requested:

Event Explanation and Budget Breakdown:

Name of Event:

Date/Block:

Expected Attendance:

Number of Years Program has been held:

Budget Requested:

Event Explanation and Budget Breakdown:

Name of Event:

Date/Block:

Expected Attendance:

Number of Years Event has been held:

Budget Requested:

Event Explanation and Budget Breakdown:

V. Total Budget Requested:

Other Sources of Funding (Non CCSGA):

- 1.
- 2.
- 3.

VI. Annual Transition Packet:

Every year a number of groups are awarded a budget and/or charter, but have no plans for transitioning into the next year as Seniors or other group leaders graduate or go abroad. As a result, these groups have entirely ceased to exist from year to year. Once a group loses charter (by missing next year's deadlines, for example) it can take a long time to get back—and with it, funding. Please attach (or write in) 1-2 pages that include the following information:

- Your current leaders, their current school year (First-year, Sophomore, Junior, or Senior)
- Your Faculty advisor's name and e-mail address
- The date of your upcoming club elections (to elect next year's leaders)
 - If this election has already occurred, include the 2013-2014 co-chairs' names and e-mail addresses
- Your club's Fund and Org #s (these are your budget codes) – if you don't know them, you can get them from your faculty advisor or from the Business Office in upstairs Armstrong
 - This is probably the most useful piece of information your group leader doesn't know off the top of their head – you will need it to apply for special event funding (not to mention this budget application) and to reserve venues for events.
- Any other useful contacts that have been vital to the 2012-13 school year – if you host similar events year after year this would include caterers (Bon Appétit), food sources, A/V providers, outside contractors, staff members who handle reservations and facilities (Lynnette DiRaddo), security companies you've hired etc. Anything you needed to know as the leader of the organization.
- Your typical meeting time and venue (if you always meet Thursday nights at 7pm in the WES room, it's probably not a bad idea to continue that into next year)
- The list of events you provided above, along with descriptions – so that your future leaders know what events you anticipate holding next year.

This is meant to be a relatively stand-alone instruction manual for the group leaders that come after you. Please make it thorough to ensure that your group isn't the one (and we have a few every year) that ends up disappearing for lack of membership and leadership next year. Your budget application is INCOMPLETE until we have received ALL of the aforementioned information.