

BUDGET PROPOSAL SUBMISSION FORM

Student Organization/Group Information

2016-2017 Academic Year

Student/Group Organization Contact Information:

Name of student organization/group:

Number of active members: Number of desired members:

New student organization (Y/N): Returning student organization (Y/N):

Name of organization/group President (Primary Student Contact):

Cell Phone: Email:

Advisor: Advisor contact #:

Advisor email:

Does organization/group have an executive board? (Y/N):

If so, please list the executive board members and their title/position on the space provided. If no, please list the two primary student contacts. Notate Student Government Representative with an “*”

Executive Board Member (President)/ Student Contact:

Executive Board Member (Vice President)/ Student Contact:

Executive Board Member (Treasure):

Executive Board Member (Secretary):

Student Government Representative (if other student than listed above):

Does this organization have an agency account? (Y/N):

If known, please indicate the current agency account balance:

BUDGET PROPOSAL EXPENSE FORM

Expense	Explanation of Expense	Amount Requested	Amount Approved/Recommended
Hired Services (<i>max. \$300/semester</i>) (<i>speakers, honorarium, entertainers</i>)			
Conference/Long Distance Trips (<i>max. \$600</i>) (<i>registration, lodging, travel</i>)			
Conference/Local Distance Trips (<i>max. \$300</i>) (<i>registration, lodging, travel</i>)			
Special Events (<i>max. \$500</i>) (<i>special interests programs</i>)			
Refreshments (<i>max. \$50</i>)			
Other (attach documents on another sheet if needed)			
Total			

****Email completed "Word document" form to Trinidy Jeter, coordinator of Student and Campus Activities via jeter@bgsu.edu or phone, 419-372-0621. A hardcopy submission can also be submitted if additional documents are needed to support this requests.***