

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

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