

Student Organization Budget Application Instructions 2011-2012

Please read all information before beginning your budget application. There are **TWO** forms, a spreadsheet with itemized purchase information and a contact information form. Please fill out the spreadsheet first, as you will need some of the information from the spreadsheet to fill out the contact form. The contact information form is located on the Lewis & Clark website and will automatically send your response to the Student Organizations Coordinator. The spreadsheet must be submitted as an attachment in an email to soc@lclark.edu with the name of your organization as the title (for example: Anime Club Budget Application). Please do not deviate from this format.

Both must be submitted by **March 18, 2011** for your organization to be considered for funding. You will receive email confirmation of the receipt of your organization's application and more information about the interview process within 24 hours of its submission. The Student Organizations Committee (SOC) will also interview two representatives from your group on either **March 29th** or **30th**. If there are extenuating circumstances, it is your responsibility to contact Christabel Escarez, Student Organizations Coordinator, at soc@lclark.edu to request an extension or to make other arrangements.

Form 1: The Spreadsheet

This document has **FOUR SHEETS**, one for your organization's itemized expenditures for 2010-2011, one for your proposed budget for 2011-2012, and one for where you received your money from. All three sheets must be completed for your application to be considered for funding. On Sheet 1 and Sheet 2, there are columns for total amount spent (Sheet 1), and total minimal and optimal amounts requested (Sheet 2). **DO NOT** write in these columns—they have been programmed to fill in automatically.

Sheet 1: 2010-2011 Expenditures

You will need:

- Itemized event/expenditure information (i.e. posters, food, printing, tournament fees)
- If an event, the approximate number of people who attended it
- How much each event/expenditure cost

*Please include programs and events that did not necessitate any expenditures (e.g. volunteer work, regular meetings, etc.).

Sheet 2: Proposed 2011-2012 Budget

You will need:

- A description of the expenditure (supplies, fees, activity, etc)
- A minimal amount requested
- An optimal amount requested
- A prioritized ranking of that event's importance on a scale of 1-5, 1 being the highest

Sheet 3: Sources of Funding

You will need to describe where your organization received funding from for the 2010-2011 academic year (Finance Committee, Club Budget, Dues, Donations, etc.) and where you

anticipate funding to come from for the 2011-2012 academic year (Club Budget, Finance Committee, Dues, etc.)

Sheet 4: 500-word Addendum

Use this space to explain any details that may appear erroneous or to otherwise include any information you feel may be pertinent for the Student Organizations Committee to consider while reviewing your budget.

Form 2: Contact Information

This form is a survey that will automatically send all responses to the Student Organizations Coordinator. This contact information is for student contacts for your organization in the 2011-12 academic year. This information will be used to contact student leaders in the interim time between the end of this year and next year's student organization registration period.

You will need:

- Contact information (name, email, phone) for **both** of the organization's 2011-12 student contacts
- Contact information (name, email, extension number) for the organization's 2011-12 Faculty/Staff Advisor

Note: The Student Organizations Committee will release its budget allocation decisions on April 4, 2011. Should your group choose to appeal that decision, the appeals application **must be submitted by April 8, 2011**. The full procedure for appeals will be included in the Student Organizations Committee's initial budget allocation decision that your organization will receive.

Budget Application Instructions, the Budget Application, the Contact Form, as well as any associated information may be accessed on the Lewis & Clark SOC page:

http://www.lclark.edu/college/student_life/associated_students/soc/.

If you have any questions or concerns, do not hesitate to contact Christabel Escarez, Student Organizations Coordinator, soc@lclark.edu.