

**Oklahoma State University Institute of Technology**  
**Student Club/Organization**  
**Budget Proposal Summary**

This form is designed to assist student clubs/organizations in developing yearly budgets. Some items will not apply to your club/organization and you may also have to add specific items which are unique to your club/organization. This detailed budget should include all anticipated expenses and revenues. Rationale statements refer to the purpose of, and justification for, the expense.

**CLUB/ORGANIZATION NAME:**

**2021 - 2022 Budget Proposal**

OSU Institute of Technology student clubs/organizations are encouraged to actively raise funds to help support their budgets. The Student Life Office can assist student clubs/organizations with creating and implementing a variety of fund raising activities.

**I. REVENUE**

**A. Total amount of funding requested from the Fee Allocation Committee:** \$ \_\_\_\_\_

**B. Membership Dues/Fees**

\* Total number of chartered club/organization members \_\_\_\_\_

\* Cost of membership dues/fees per student \_\_\_\_\_

Multiply the number of charter members by the cost of dues per student to obtain total revenue from membership dues/fees.

**Total Revenue From Membership Dues/Fee:** \$ \_\_\_\_\_

**C. Fund Raising Projects**

Description	Anticipated Revenue
-------------	---------------------

1. _____	_____
----------	-------

2. _____	_____
----------	-------

3. _____	_____
----------	-------

4. _____	_____
----------	-------

**Total Revenue From Fund Raising Projects:** \$ \_\_\_\_\_

**D. Donations**

Description	Revenue
-------------	---------

1. _____	_____
----------	-------

2. _____	_____
----------	-------

**Total Revenue From Donations:** \$ \_\_\_\_\_

**TOTAL ANTICIPATED REVENUES FOR THE FISCAL YEAR:** \$ \_\_\_\_\_

Add totals from Line A through Line D to get total anticipated revenues.

**II. EXPENSES**

**A. Club/Organization Functions and Activities:**

Rationale Statement \_\_\_\_\_

Itemized Functions and Activities List	Cost
--	------

1. _____	_____
----------	-------

2. _____	_____
----------	-------

3. _____	_____
----------	-------

4. _____	_____
----------	-------

**Total Cost for Functions and Activities:** \$ \_\_\_\_\_

**B. Field Trips**

Rationale Statement \_\_\_\_\_

Itemized List of Field Trips	Cost
------------------------------	------

1. _____	_____
----------	-------

2. _____	_____
----------	-------

3. _____	_____
----------	-------

**Total Cost for Field Trips:** \$ \_\_\_\_\_

**C. Supplies**

Rationale Statement \_\_\_\_\_

Itemized Supply List

Cost

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Total Cost for Supplies: \$ \_\_\_\_\_**

**D. Equipment**

Rationale Statement \_\_\_\_\_

Itemized Equipment List

Cost

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Total Cost for Equipment: \$ \_\_\_\_\_**

**E. Awards/Gifts**

Rationale Statement \_\_\_\_\_

Itemized Awards/Gifts List

Cost

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**Total Cost for Awards/Gifts: \$ \_\_\_\_\_**

**F. Other Expenses**

Rationale Statement \_\_\_\_\_

Itemized List of Other Expenses

Cost

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Total Cost for Other Expenses:** \$ \_\_\_\_\_

**TOTAL ANTICIPATED EXPENSES FOR THE FISCAL YEAR:** \$ \_\_\_\_\_

Add totals from Line A through Line F to get total anticipated expenses.

**Your Club/Organization Account Balance as of July 1, \_\_\_\_\_:** \$ \_\_\_\_\_

**III. Budget History**

**Please attach a copy of your most recent club ledger to this budget proposal summary. Your club ledger must identify all of your club's revenue and expenses for the last fiscal year.**

**Name of Club/Organization:** \_\_\_\_\_

**Club/Organization Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_