

Welcome to the Budget Guide



How to receive funding
from Student Government

We can help fund these events!

- Special Events
- Dances
- Lecture/ Movie Series
- Performances
- Guest Speakers
- Conference Hosting
- And possibly other ideas that we have not thought of....

Budget Requirements

- A budget request must come from a University Department or a Student Group/Organization that is registered with the Office of Student Involvement & Leadership at the time of the request AND at the time of the proposed event(s).
- Must have a completed Budget Proposal turned in by the deadline of Friday, September 11, 2009, no later than 4:30 p.m. This must be done electronically by emailing to sgtreasurer@uno.edu and lpaige@uno.edu.

Budget Proposal Rules

- Submission of this form does not mean acceptance by the Budget Committee. All decisions of the committee will be disclosed at the beginning of the Fall Semester.
- **One request** per organization per fiscal year. The proposal must include all planned events in which Student Government funding is necessary. For any additional events, requests must be made in bill format to the Student Government Senate.
- All events must be held on The University of New Orleans campus.
- Must include a 1-2 page typed double-spaced summary of the event(s) that funds are being requested for.
- Must include a detailed budget for the event(s), including expenditures, and any revenue generated by the event. Must be in an Excel Spreadsheet.
- If requesting funds for an annual event, please include actual documentation from the previous event including all invoices and receipts as well as income from the event.
- All organizations must disclose all monies received from any other sources that are funding the event for which funds are being requested.
- A written report is required to be given to the SG Treasurer within 30 days immediately following the event that is funded by SG. Failure to report will make an organization ineligible to receive any SG funding for the following year.
- All approved and funded organizations are required to hold their events before May 5th, with any reimbursement paperwork to be turned in no later than May 15th, 2010.
- Funds can not be used for things on the “Thou Shall Not Ask List” on the following page!

Thou Shall Not ASK List*

- Alcohol, cigarettes or any controlled substance
- Dues
- Travel expenses (apply for Student Academic Travel)
- Catering for regularly scheduled meetings
- Plaques or trophies
- Any type of giveaway or prizes
- Organization T-shirts
- Any services being provided by UNO

***We definitely CANNOT and WILL NOT fund these things!**

No Exceptions!



Steps to a
Successful Budget:

Step 1: Fill out the Form

- Be Sure to Have your advisor Sign it and give proper contact information
- Be sure to have your organization's President and Treasurer sign the budget request
- If information should change it needs to be updated immediately. This includes:
 - Change of Officers
 - Change of Advisor
 - Change of primary email address/phone numbers

Step 2: Write a Summary

- **A 1-2 page summary of your proposed event is required!**
- **Include any pertinent information such as:**
 - **Has this event been funded by SG before?**
 - **Where on-campus will this event be?**
 - **What is the estimated attendance?**
 - **Is the event open to the entire UNO community?**
 - **Is there an admission fee being charged?**
 - **Who is catering or providing services?**

Step 3:

Prepare a Detailed Budget of the Event(s)

Item/Provider	Details	# of items	Cost per item	Total Amount
Room Rental	Alumni Ballroom	3 hours	\$100 per hour	\$300
Food / Aramark	Chicken Tenders	400	\$0.25 per tender	\$100
Food / Aramark	Soft Drinks	200	\$1.50 per can	\$300
Party Supplies / Party City	Balloons	51	\$0.50 per balloon	\$25.50
Advertisement / Driftwood	¼ page advertisement	1	\$250 per ¼ page	\$250
Entertainment	DJs	3 hours	\$100 per hour	\$300
			SubTotal:	\$1275.50
		(round to nearest dollar)	Total:	\$1276

Step 4:

Prepare a List of Other Funding Sources

Funding Source	Type of Funds	Use of Funding	Amount Funded
Best Buy	Donation	Entertainment	\$200
My Organization	Organization Fund	Room Reservation	\$100
College of Sciences	Department Fund	Food	\$250
Dr. John Smith	Donation	Party Supplies	\$20
		Total:	\$570

Step 5: Do the Math!

Total Cost of Event:	\$1276
Total of Other Funding:	\$570
Amount Requested: (from Student Government)	\$706

Step 6:

Cross the T's and Dot the I's

- Fill out the Form
- Provide the Summary
- Provide a Detailed Budget (this includes all 3 tables)

Step 7: Turn in Packet

- Email Form, Summary, Detailed Budget, and all other information in electronic format to:

sgtreasurer@uno.edu & lpaige@uno.edu

Before 4:30 pm on Friday, September 11, 2009

**ANY PACKETS THAT ARE INCOMPLETE OR NOT
TURNED IN BY 4:30 PM (Central Standard Time) WILL
NOT BE CONSIDERED**