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| Name of Organization: | | | | | | | Organization # | | | | | | |
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| Form Instructions: | | | Officers: | | | |  | Name: | | | |  | Email: @ship.edu |
| 1. Fill out officer names and Email:  2. Summarize your requests for each account in the table below  3. Use page 2 to justify your requests for each account. Attach additional information as needed.  4. One officer and advisor must review and sign before submitting | | | President: | | | |  |  | | | |  |  |
| Vice President: | | | |  |  | | | |  |  |
| Treasurer: | | | |  |  | | | |  |  |
| Secretary: | | | |  |  | | | |  |  |
| Advisor: | | | |  |  | | | |  |  |
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| **Account Description** | **Account #** | | | **B&F Committee  Use Only**  **2023-2024 Actual Allocation** | | | |  | **2024-2025 Requested Amount (Whole $)** | | **\*\*B&F Committee use only\*\***  **2024-2025 Actual Allocation** | | |
| **General Account** |  | | | **$00.00** | | | |  |  | |  | | |
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| **Totals** |  | | | **$** | | | |  | **$** | | **$** | | |
|  | |  | | | |  | | | | | |  | |
| Form reviewed by: | |  | | |  |  | | | |  | |  | |
|  | | (Advisor name) | | | | (Signature) | | | |  | | (Date) | |
| Form Submitted by: | |  | | |  |  | | | |  | |  | |
|  | | (Officer name) | | | | (Signature) | | | |  | | (Date) | |

**Budget & Finance Committee Use Only**

Expected Income (From Dues) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Active Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total 2023-2024 Allocation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total 2023-2024 Allocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2023-2024 Income Commitment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024-2025 Income Commitment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net Cost to Student Association \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net Cost to Student Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide detailed information about each account that the group is requesting funding.   
A sample for reference is provided in student group budget training materials.   
A full list of account numbers (Appendix 01- Description of Accounts) can be found at:  
https://www.ship.edu/life/clubs-organizations/ssi/forms/**

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| **Account #** | **Description of Account:** | **Amount Requested: $** |
| **Justification:** | | |

**Any programming requests must include the following:**

**\* Name of the event \*Goal/Purpose of event  
\* Detailed breakdown of pricing for each component of the event**

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| **Account #** | **Description of Account:** | **Amount Requested: $** |
| **Justification:** | | |

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| **Account #** | **Description of Account:** | **Amount Requested: $** |
| **Justification:** | | |