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| --- | --- |
| Name of Organization: |  Organization # |
|  |  |
| Form Instructions: | Officers: |  | Name: |  | Email: @ship.edu |
| 1. Fill out officer names and Email:2. Summarize your requests for each account in the table below3. 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: |  |  |  |  |
|  |
|  |
| **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:**  |

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