**\*\*Save this file as “ORGANIZATION NAME – Supplemental 2024”**

**Supplemental Example:**

**Activity Expense Brief Description on Form:**

*“Planning on holding a collaborative event during homecoming weekend.”*

**Activity Expense Description Further Explanation:**

*“We’re planning on holding a large-scale event in the Fall during Homecoming. During this event we plan to use our allocated budget to purchase items such as food, utensils, activity rentals, and more. This event will be a collaborative event with other organizations, that kicks off Homecoming weekend. During the event there are various performers, food, games, novelties, and a DJ. The listed items require a decent amount of our budget, especially for food and performers. During the time of homecoming, we also like to provide our members and affiliates with apparel to help further represent the organization and to promote to students who we are as an organization. The funds being requested will help with the purchases of the food vendors, games, novelties, along with the DJ and performers.”*

**Capital Expense Brief Description on Form:**

*“Planning on purchasing software to help improve our marketing ideas around campus.”*

**Capital Expense Description Further Explanation:**

*“By purchasing a Canva account with organizational funds, we will be able to create, design, and print our own flyers for advertisement and marketing purposes. It will allow members to think creatively and collaboratively in utilizing skills to help promote the organization to the campus community. The funds being requested will help with purchase of the software to be continuously used throughout the year and years to come until no longer needed.”*

**Conference Expense Brief Description on Form:**

*“Planning on attending a national conference in the Spring Semester.”*

**Conference Expense Description Further Explanation:**

*“This national conference is a student leadership conference for individual students of diverse backgrounds who attend Predominantly White Institutions (PWI). This conference gives students the opportunity to network and participate in workshops that examine cross-cultural communication, building relationships, and fostering cultural awareness. This conference focuses on leadership development, networking, and other beneficial skills for diverse students across the nation. The funds being requested will help with registration fees, hotels, and travel expenses.”*