

FORDHAM UNIVERSITY
GRADUATE SCHOOL OF BUSINESS ADMINISTRATION
STUDENT ADVISORY COUNCIL

GBA CLUB BUDGET REQUEST
Excel INSTRUCTIONS

To complete the budget request manually:

Print pages 2 - 10. Complete the form by following the instructions on the INSTRUCTIONS FOR COMPLETION page.

To complete the budget request in Excel:

The worksheet has been protected so you can only enter information into the cells highlighted yellow. All calculations will happen automatically.

Follow the instructions listed on the INSTRUCTIONS FOR COMPLETION page.

Fill in all yellow cells.

Each event has a separate page. If you are planning fewer than six events leave the extra Event pages blank.

Print pages 3 - 10.

Obtain all necessary signatures and submit the original signed document plus five copies (total of six documents) to the location and by the time specified by the SAC Treasurer.

(Rev. 6/2006)

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GBA CLUB BUDGET REQUEST

INSTRUCTIONS FOR COMPLETION

Complete the information required on the attached sheets. Semester/Year refers to the trimester for which information is requested. Please note the following specific instructions/definitions.

Complete the proposed budget request before your club's advisor signs the document.

SAC Funds refers to the amount of money you wish to have allocated to your club for this semester/year's events. Non-SAC Funds refers to the amount of funds the Club will raise from outside sources, including but not limited to admission fees and direct gifts from sponsors. Your club's total budget is the combination of these two amounts (it is the policy of the GBA that any expenditure of non-SAC funds raised by a student club must be approved by the Finance Committee of SAC).

List by event your requested budget and itemized costs. Please note the requirement to briefly describe how students will benefit from each event your club sponsors.

ADDITIONAL DOCUMENTS REQUIRED

Club Officer List. This list must include, at a minimum, the name, office, email address, and telephone contact number of each club officer.

Club Member List. This list must include, at a minimum the name and expected graduation date of each club member. Please include a count of the total number of club members. If alumni members are included, they must be listed and counted separately.

SUBMISSION

Submit the original and five copies of this budget request and additional documents required (for a total of six sets of documents) by the time required and to the location identified by the SAC Treasurer. The additional copies will be provided to members of the Finance Committee so they may consider your budget request. Failure to include required information, including the club advisor's signature, may prevent consideration of your request.

(Rev. 6/2006)

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GBA CLUB BUDGET REQUEST

CLUB NAME:
FOR SEMESTER/YEAR:

BUDGET SUMMARY

	<u>Event Description</u>	<u>SAC Funds</u>	<u>Non-SAC Funds</u>	<u>Total</u>
1) 0		-	-	\$ -
2) 0		-	-	\$ -
3) 0		-	-	\$ -
4) 0		-	-	\$ -
5) 0		-	-	\$ -
6) 0		-	-	\$ -
	TOTAL SAC FUNDS REQUESTED:	<u>\$ -</u>		
			TOTAL PROPOSED BUDGET:	<u>\$ -</u>

CLUB PRESIDENT

NAME: TELEPHONE:
E-MAIL:
SIGNATURE: _____ DATE: _____

CLUB TREASURER

NAME: TELEPHONE:
E-MAIL:
SIGNATURE: _____ DATE: _____

ADVISOR CONSENT

I agree that I will be the faculty/administrator advisor to the GBA club listed above for the semester/year listed above. As advisor to the club I will counsel the club's officers with regard to all club activities.

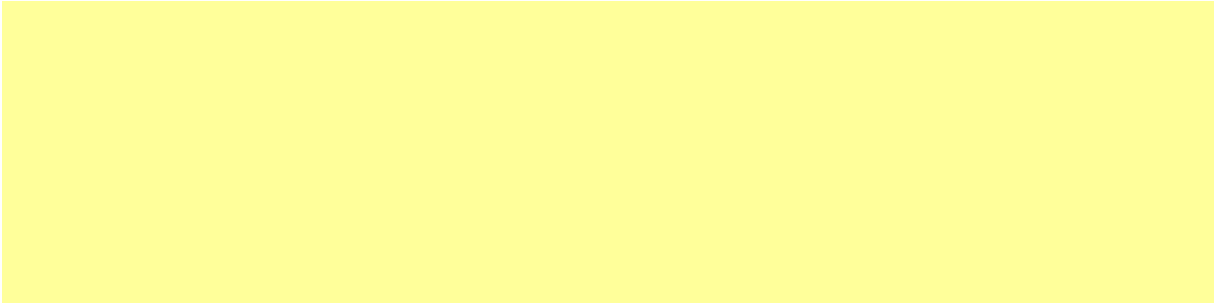
I have reviewed the club's mission statement, objectives and strategies for the semester/year listed above which are included in this budget request. I find that the above listed club will enhance the experience of the students enrolled in Fordham University's Graduate School of Business.

I have reviewed the club's proposed budget request of _____ for the semester/year listed above and believe that the proposed budget request combined with the strategies outlined by the club will help the club achieve its mission statement and objectives.

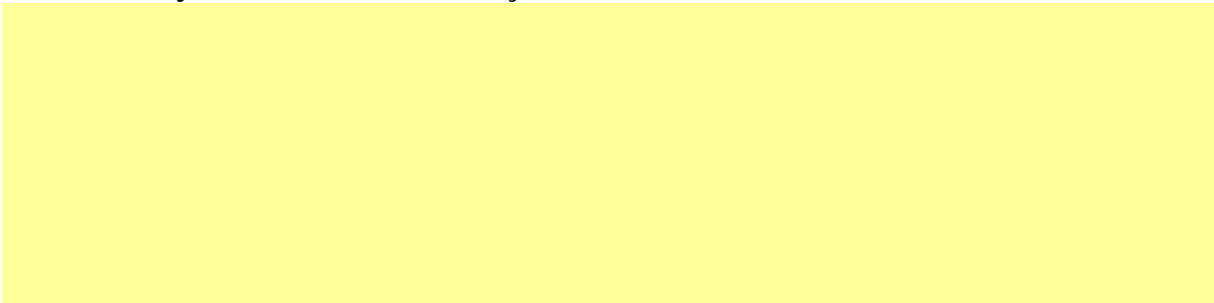
NAME: E-MAIL:
DEPARTMENT:

MISSION STATEMENT, OBJECTIVES and STRATEGIES

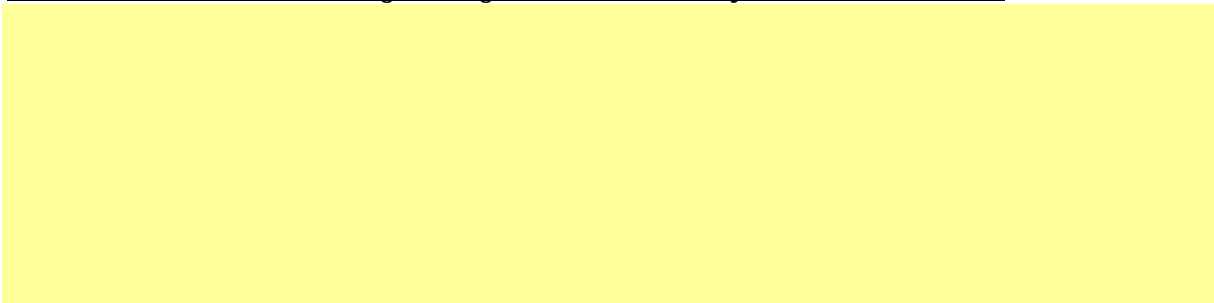
The Club's Mission Statement is:

A large, solid yellow rectangular box intended for the club's mission statement.

The Club's objectives for the semester/year are:

A large, solid yellow rectangular box intended for the club's objectives for the semester/year.

The Club will use the following strategies to reach the objectives listed above:

A large, solid yellow rectangular box intended for the club's strategies to reach the objectives.

Event #1 Event Date:
 Description:

Itemized Costs:	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
 Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

Event #2

Event Date:

Description:

Itemized Costs:

	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

Event #3

Event Date:

Description:

Itemized Costs:

	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

Event #4

Event Date:

Description:

Itemized Costs:

	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

Event #5

Event Date:

Description:

Itemized Costs:

	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

Event #6

Event Date:

Description:

Itemized Costs:

	# Units	Unit Cost	Total
1)	0	-	-
2)	0	-	-
3)	0	-	-
4)	0	-	-
5)	0	-	-
6)	0	-	-
7)	0	-	-
8)	0	-	-
9)	0	-	-
10)	0	-	-
TOTAL:			\$ -

	# Units	Unit Cost	Total
Estimated Advance Ticket Sales	0	-	-
+ Estimated Other Admission Fees	0	-	-
+ Other Non-SAC Funds Applied			-
+ Co-Sponsoring Club Contribution			-
+ SAC Funds Requested			-
= Total Event Budget Requested			\$ -

Estimated Number of Attendees: 0
Maximum Number of Attendees: 0

The Co-Sponsoring Club is (if applicable):

All GBA students are invited, but the target audience for this event is:

How will this event be promoted?

How will GBA students benefit from this event?

The source of Non-SAC funds (other than ticket sales) for this event is:

