

Dear Club/Organization,

The following is the club/organization budget application request for Fall 2015 - Spring 2016 academic year. You are submitting a budget for the entire academic year so that you are able to plan and prepare for events early and to ensure timely processing of all paperwork.

*Please be advised that clubs that were approved in Spring 2015 is not yet eligible to receive an annual budget allocation; but may still apply for Club Pool funding during the 2015-16 academic year. New clubs established in the Fall 2015 are eligible for an annual budget allocation.*

The following is a sample request for an event:

\*\*\*\*\* **SAMPLE** \*\*\*\*\*

### **Educational Event**

Program Name: <b>Breast Cancer Awareness Program</b>	Amount: <b>\$200</b>
Description of Event: To educate the campus community of the prevalence of breast cancer in the community. Professor Jane Doe will be our guest speaker.	
Allocations ( Food, Speaker, Supplies, etc.)( <b>Please be Specific</b> ) <b>Food: \$ 100</b> <b>Pink Ribbons: \$50</b> <b>Decorations: \$ 50</b>	

\*\*\*\*\* **SAMPLE** \*\*\*\*\*

**The 2015-16 budget allocation applications are due February 23, 2015 by 11:59pm are must be submitted to the Vice President Business & Finance via email: [zcampbe1@oldwestbury.edu](mailto:zcampbe1@oldwestbury.edu)**

**Subject title: "{Club Name} 2015-16 Budget Allocation"**

***Budget applications received after the deadline will NOT be considered or reviewed.***

Thank you for your cooperation.

## **2015-16 Budget Request Application**

**NOTE: This is a yearly budget. You may make amendments to programming after budget approval as per the standard operating procedures.**

**Name of Club/ Organization**

### **Incoming President**

Name \_\_\_\_\_

**Old Westbury** E-mail \_\_\_\_\_

### **Incoming Treasurer**

Name \_\_\_\_\_

**Old Westbury** E-mail \_\_\_\_\_

### **Programming Requirement #1 - Fall**

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.)( <b>Please be Specific</b> )	

### **Programming Requirement #2 - Fall**

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.)( <b>Please be specific</b> )	

### Programming Requirement #3 - Fall

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.)( <b>Please be specific</b> )	

### Programming Requirement #4 - Fall

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.) ( <b>Please be specific.</b> )	

### Late Night Programming - Fall

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.) ( <b>Please be specific.</b> )	

### Programming Requirement #1 - Spring

Program Name:	Amount:
Description of Event:	

Allocations( Food, Speaker, Supplies, etc.) ( **Please be specific.**)

### **Programming Requirement #2 – Spring**

Program Name:

Amount:

Description of Event:

Allocations( Food, Speaker, Supplies, etc.) ( **Please be specific.**)

### **Programming Requirement #3 – Spring**

Program Name:

Amount:

Description of Event:

Allocations( Food, Speaker, Supplies, etc.) ( **Please be specific.**)

### **Programming Requirement #4 – Spring**

Program Name:

Amount:

Description of Event:

Allocations( Food, Speaker, Supplies, etc.) ( **Please be specific.**)

### Light Night Programming – Spring

Program Name:	Amount:
Description of Event:	
Allocations( Food, Speaker, Supplies, etc.) ( <b>Please be specific.</b> )	

### Total Amount Requested for Academic Year 2015-16:

Fall	Spring
Total Expense for Program #1:	Total Expense for Program #1:
Total Expense for Program #2:	Total Expense for Program #2:
Total Expense for Program #3:	Total Expense for Program #3:
Total Expense for Program #4:	Total Expense for Program #4:
Total Expense Late Night Programming:	Total Expense Late Night Programming:
<b>Total for Fall Programming:</b>	<b>Total for Spring Programming:</b>

Total for Fall Programming + Total for Spring Programming =

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