



STUDENT GOVERNMENT ASSOCIATION  
BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
**FALL 2022 CLUB BUDGET REQUEST FORM**



**NOTE: MAXIMUM BUDGET REQUEST MUST NOT EXCEED \$4,000 (For new clubs \$700)**

**(This does not guarantee that your club will receive the amount requested.)**

**Budget Request over \$4,000 (\$700 for new clubs) will not be accepted and will be returned to the club.**

**Expenditures may only be made for approved allocations.**

**THIS FORM MUST BE RETURNED NO LATER THAN 5 P.M. ON FRIDAY, SEPTEMBER 23, 2022.**

Please return this form to the **Office of Student Activities (S230)** or **OSA@bmcc.cuny.edu**

Date Completed 02/13/2024

**CLUB INFORMATION**

Club Name:

Muslim Student Association

Did your club ever have a different name? If so, what was the name? no

How many members are in your club? 50

**CLUB HISTORY**

In what ways did your club enhance the college community through your planned events and activities from the previous semester, if any?

1. Helped serve the community in BMCC
2. Give students resources for networking pursuing their careers
3. Cultural awarress expressing the diversity in culture whilst introducing islamic traditions such as Ramadan

**TOTAL REQUEST FOR FALL 2022 SEMESTER (ITEMIZE BUDGET BELOW)**

The above named club is requesting funding in the amount of: \$

4,000

# INSTRUCTIONS FOR THE NEXT PAGES

Please list a category and an amount for each item of the activity. Possible categories include, but are not limited to: Speaker costs, Travel costs, Registration costs, Prizes, Awards, Equipment, DJ cost, Refreshments, etc.

**SAMPLE**



On Campus Activity 1: (Name of your event) HALLOWEEN PARTY						
Target Venue (Click One or More)	RHT <input checked="" type="checkbox"/>	Gym <input type="checkbox"/>	Theater 1 <input checked="" type="checkbox"/>	Theater 2 <input checked="" type="checkbox"/>	Cafe <input type="checkbox"/>	Other:
Maximum # of Guest	85					
Target Date(s)	10/20/2016					

Please provide a **detailed description** of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

**REQUIRED:**

**DETAILED DESCRIPTION OF EVENT:**

Our students will dress in costume and dance in the cafeteria. We will provide music, decorations and refreshment

Category	Amount
1. DJ SERVICES	\$ 580.00
2. DECORATIONS	\$ 83.63
3. REFRESHMENT	\$ 450.82
TOTAL	\$ 1114.45

Request for refreshments for club meetings (Max \$600): \$

<b>Activity 1:</b> (Name of your event)	Ramadan Iftar
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(Circle, if appropriate)	On Campus	Virtual
Target Venue (Circle One or More)	RHT Gym Theater 1 Theater 2 Cafe Zoom Other_____	
(Circle, if appropriate)	Off-Campus	
Destination:		Number of students attending:
Target Date(s)	1._____ 2._____.	

**REQUIRED:** Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

<b>Activity 2:</b> (Name of your event)	Brotherly Love Event
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(Circle, if appropriate)	On Campus	Virtual
Target Venue (Circle One or More)	RHT   Gym   Theater 1   Theater 2   Cafe   Zoom   Other_____	
(Circle, if appropriate)	Off-Campus	
Destination:		Number of students attending:
Target Date(s)	1._____ 2._____.	

**REQUIRED:** Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

<b>Activity 3:</b> (Name of your event)	Sisters Harmony Event
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(Circle, if appropriate)		On Campus	Virtual
Target Venue (Circle One or More)	RHT	Gym	Theater 1 Theater 2 Cafe Zoom Other_____
(Circle, if appropriate)		Off-Campus	
Destination:		Number of students attending:	
Target Date(s)	1._____ 2._____.		

**REQUIRED:** Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

<b>Activity 4:</b> (Name of your event)	End of the Semester Event
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(Circle, if appropriate)		<input checked="" type="radio"/> On Campus		<input type="radio"/> Virtual	
Target Venue (Circle One or More)	RHT	Gym	Theater 1	Theater 2	Cafe Zoom Other_____
(Circle, if appropriate)		Off-Campus			
Destination:				Number of students attending:	
Target Date(s)	1._____ 2._____.				

**REQUIRED:** Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

**Activity 5:** (Name of your event)

(Circle, if appropriate)		On Campus		Virtual	
Target Venue (Circle One or More)	RHT	Gym	Theater 1	Theater 2	Cafe Zoom Other_____
(Circle, if appropriate)		Off-Campus			
Destination:				Number of students attending:	
Target Date(s)	1._____ 2._____.				

**REQUIRED:**

Please provide a detailed description of the event (i.e. party, performance, awards, etc.) and you must include the purpose of the event and how it will benefit the college community and club members.

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category	Amount
1.	\$
2.	\$
3.	\$
TOTAL	\$

**Note: Please insert a separate sheet for additional activities.**

<b>Non-Activity items</b> (i.e. promotional items, banner, supplies, etc.)		
<b>Category</b>	<b>Justification (why do you want to purchase this?)</b>	<b>Amount</b>
1.		\$
2.		\$
3.		\$
<b>TOTAL</b>		\$

Name of person submitting budget: \_\_\_\_\_