



STUDENT GOVERNMENT ASSOCIATION  
BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
**SPRING 2024 CLUB BUDGET REQUEST FORM**



**NOTE: MAXIMUM BUDGET REQUEST MUST NOT EXCEED \$4,000 (For new clubs \$1,000)**

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

Budget Request over \$4,000 (\$1,000 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 February 16th, 2024**

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 awarness expressing the diversity in culture whilst introducing islamic traditions such as Ramadan

**TOTAL REQUEST FOR SPRING 2024 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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Please complete below		
Target Venue (Choose one)		
Please Select which is applicable:	Off- Campus	Virtual                      On-Campus
Destination: (If off Campus)		Number of students attending: 80+
Target Date(s)	1. 03/20/2024                      2. 03/27/2024                      3.	

**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:* To celebrate the Islamic holiday Ramadan with a diverse arrangements of foods from different cultures.

There will be board games and tote bag painting while waiting to break the fast. There will be an Islamic focused lecture before we break our fast and a group prayer that will be shared.

Category	Amount
1. Food	\$ 700
2. Sheikh	\$ 300
3. Decorations	\$ 200
TOTAL	\$ 1,200

<b>Activity 2:</b> (Name of your event)    Brotherly Love Event		
Target Venue (Select One)		
Please select which is appropriate:      Off-Campus                      Virtual                      On Campus		
Destination:		Number of students attending:    50+
Target Date(s)	1. <u>04/17/2024</u> 2. <u>04/23/2024</u> 3.	

**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: Our “Brotherly Love” event will be a celebration of cultural diversity, featuring traditional attire from a variety of cultures including Yemen, Egypt, Sudan, and more. Alongside this showcase, attendees will have the opportunity to enjoy foods and dishes from different cultural backgrounds. This event is designed to foster “love” among our brothers, providing a platform for connection and the sharing of experiences across lands and languages.

Category	Amount
1. Costumes	\$ 600
2. Food	\$ 300
3. Decorations	\$ 100
TOTAL:	\$ 1,000

Activity 3: (Name of your event) Sisters Harmony Event

Target Venue (Select which is appropriate)			
Select which is appropriate:	Off-Campus	Virtual	On-Campus
Destination:		Number of students attending: 50+	
Target Date(s)	1. 05/01/2024 2. 05/08/2024 3.		

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:* Our “Sisters Harmony” event will be a celebration showcasing traditional women's clothing and cuisine from a multitude of countries, including Pakistan, Morocco, Lebanon, and various other ethnic backgrounds. We will feature iconic pieces of traditional modest attire such as jilbabs, hijabs, abayas, undercaps, and khimars, offering insights into the world of women's fashion across different cultures. In this safe space, exclusive to sisters, they will have the opportunity to not only indulge in a variety of international cuisines but also engage in meaningful reflection, getting acquainted with one another while coming together in a harmonious celebration

Category	Amount
1. Costumes	\$ 600
2. Food	\$ 300
3. Decorations	\$ 100
TOTAL :	\$ 1,000

**Activity 4:** (Name of your event)    End of the Semester Event

Select which is appropriate:			
Select which is appropriate:	Off-Campus	Virtual	On-Campus
Destination:			Number of students attending: 80+
Target Date(s)	1. 05/15/2024      2. 05/10/2024      3.		

**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:* our end of semester event, we plan to host a diverse range of games and activities to celebrate the accomplishments

and knowledge learned throughout the semester (kahoot). Additionally, we will organize an off-campus trip to our local park, providing an opportunity for reflection on our club's experiences and how we can better prepare for summer and the upcoming semester. This event will also have an array of food for club members to enjoy.

Category	Amount
1. Food	\$ 300
2.	\$
3.	\$
TOTAL:	\$ 300

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

Target Venue (Select which is appropriate :			
Click which is appropriate:	Off-Campus	Virtual	On-Campus
Destination:		Number of students attending:	
Target Date(s)	1. _____ 2. _____ 3. _____		

**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: \_\_\_\_\_