

**2016-2017 Sport Club Budget Request**

**Organization**

**Anticipated Remainder in 2015-2016 04 Account as of June 30, 2016**

**Total Amount Requested for 2016-2017: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Operations Budget Request for 2016-2017 (04 Budget) –** These expenses will be met with funds allocated to the sport club council budget from Student Senate. You should request money to cover all club expenses even if they are generally covered out of pocket or out of your club’s 06 account. If you would like to review what your club was allocated last year or would like assistance with writing your budget, please contact sportclubs@dickinson.edu .

This is where you will put down how much money you expect to pay for EMTs or Athletic trainers.

|  |  |
| --- | --- |
| **EMT or Athletic Trainer Fees** | **Amount** |
|  |  |
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|  |  |
| **Total** |  |
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This is where you will put down how much money you expect to pay for officials or referees for your events.

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| --- | --- |
| **Official Fees** | **Amount** |
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|  |  |
|  |  |
| **Total** |  |
|  |  |

If your club has a coach, instructor, or uses any third party outfitters, put down how much you expect to pay them.

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| --- | --- |
| **Coaches/Instructors/Outfitters Stipends** | **Amount** |
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|  |  |
|  |  |
|  |  |
| **Total** |  |
|  |  |

If you have to pay to enter a tournament this is where you put that fee.

|  |  |
| --- | --- |
| **Team tournament entry fees** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
|  |  |

If you have to pay to join the league/association of which you are a part, put that fee here.

|  |  |
| --- | --- |
| **Team league/association dues** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
|  |  |

If Dickinson cannot provide a practice facility for your club and your club practice elsewhere for a fee, then put that here.

|  |  |
| --- | --- |
| **Facility Rental Fees** |  **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
|  |  |

This is the place to put the cost of traveling to games/events, and, if you have to get lodging for the game/event, you need to put the fee of that here.

|  |  |
| --- | --- |
| **Travel-Transportation and lodging** | **Amount** |
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|  |  |
| **Total** |  |
|  |  |

Everything that does not fit under the other sections.

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| --- | --- |
| **Misc. Expenses** | **Amount** |
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| **Total Cost** |  |
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**Equipment Request** – There are funds in the budget available for one-time equipment purchases. Please list any desired new equipment or equipment upgrades (including software) along with a justification/purpose statement. List your requests in priority order.

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Justification/Purpose-Short Response**  | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Cost** |  |  |

**Supplemental Information to Inform Budgeting Process**

**(all sections must be completed for the budget to be considered)**

**Funds Raised**

This is where you put how much you fundraised during the current school year and how much you expect to fundraise for the rest of the year.

Generated Funds (06 Account) during 2015-2016 academic year

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |
|  |  |
|  |  |

**List of Executive Board Members for Fall 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **E-mail** | **Cell Phone** |
| **President** |  |  |  |
| **Vice President** |  |  |  |
| **Secretary** |  |  |  |
| **Treasurer** |  |  |  |
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**Person to contact regarding budget request over the summer**

**Equipment Inventory**

Please list all equipment owned by your club. If you have a separate document with an inventory, please attach it when you submit your budget and indicate below that it is attached. Equipment that must be inventories is anything purchased, in full or in part, with the club’s 04 account.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Description** | **Condition (Excellent, Good, Fair, Poor)** |
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