Funding Request Budget

Thank you for applying for funding through Creighton Students Union! This budget template is designed to simplify the process of applying for funding and to aid student organizations in their financial planning. **Please follow the instructions below:**

1. Answer the questions on the “Student Roster" page.
2. If you are applying for funds for a single activity and not a semester/year, fill out the “Activity Questionnaire” page.
3. Fill out the details of your budget on the “Budget” page.
4. Save this document and upload it with your CU Involved application.

If any questions arise while completing this budget, you may reference the example pages at the end of this document, or feel free to reach out to the CSU Vice President for Finance at [csufin@creighton.edu](mailto:csufin@creighton.edu).

Student Roster – insert student organization name

|  |  |
| --- | --- |
| Question | Answer |
| How many total members/participants does your organization have?   * E.g. email listserv, Skutt Shutdown signups, etc. |  |
| How many active members/participants does your organization have?   * E.g. average attendance at meetings, members who pay dues, etc. |  |
| How much does each member pay in dues? |  |
| Are member dues collected per semester/year/other? |  |

**Please include below a brief description of your student organization:**

Activity Questionnaire – insert activity name

|  |  |
| --- | --- |
| Question | Answer |
| What is the date of your activity? |  |
| Where is your activity taking place? |  |
| How many Creighton students are expected to attend your activity? |  |
| Does your activity have any other sources of income?   * E.g. fundraising, tickets, member dues, business sponsorships, etc.? |  |

**Please include below a brief description of your activity:**

Budget – insert activity name or semester/year

|  |  |  |
| --- | --- | --- |
| Income | | |
| Description | **Amount** | **Additional Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

|  |  |  |
| --- | --- | --- |
| Expenses | | |
| Description | **Amount** | **Additional Notes** |
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|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

Funding Request Budget (Example)

The following pages are filled out as an example for your student organization to follow. If other questions arise, please reach out to the CSU Vice President for Finance at [csufin@creighton.edu](mailto:csufin@creighton.edu).

Student Roster – Camping Club (Example)

|  |  |
| --- | --- |
| Question | Answer |
| How many total members/participants does your organization have?   * E.g. email listserv, Skutt Shutdown signups, etc. | 54 |
| How many active members/participants does your organization have?   * E.g. average attendance at meetings, members who pay dues, etc. | 16 |
| How much do club dues cost per member? | $24 |
| Are club dues collected per semester/year/other? | semester |

**Please include below a brief description of your student organization:**

(Example)

The Camping Club is an organization on Creighton’s campus that serves to give students an opportunity to explore the outdoors. The club is open to all students, regardless of background or previous experience with camping and outdoor exploration. Students who join this club benefit by having the opportunity to attend off-campus camping trips throughout the year and gain new relationships with other students who share their passion of exploring nature and the outdoors.

Activity Questionnaire – Camping Trip (Example – Activity)

|  |  |
| --- | --- |
| Question | Answer |
| What is the date of your activity? | October 18-21 |
| Where is your activity taking place? | Kansas City, MO |
| How many Creighton students are expected to attend your activity? | 16 |
| Does your activity have any other sources of income?   * E.g. fundraising, tickets, member dues, business sponsorships, etc.? | Yes (member dues) |

**Please include below a brief description of your activity:**

(Example)

This camping trip will take place at a campsite in Kansas City, MO during Creighton’s fall break. This is an annual trip that our club takes every year, and it helps provide bonding between the new (freshmen) and old club members. During the day, club members will go hiking and explore the surrounding area. A portion of club members’ dues go towards this trip, and the remainder of the funding has been requested from CSU.

Budget – Fall Break Camping Trip (Example – Activity)

|  |  |  |
| --- | --- | --- |
| Income | | |
| Description | **Amount** | **Additional Notes** |
| Member dues | $67.00 | A portion of semester member dues goes towards this trip |
| CSU funding | $650.00 | (requested amount) |
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|  |  |  |
|  |  |  |
| Total | **$717.00** |

|  |  |  |
| --- | --- | --- |
| Expenses | | |
| Description | **Amount** | **Additional Notes** |
| Van rentals   * $25 per van per day * 2 vans * 3 days | $150.00 | Seats 8 people per van |
| Gas   * 2 vans * 20 mpg (both vans) * 740 miles roundtrip * $2.50 per gallon | $185.00 |  |
| Food | $250.00 | Members will pay for their own lunches during drive to/from Kansas City |
| Campsite reservation   * 2 campsites * 3 nights * $22 per night | $132.00 |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | **$717.00** |

Budget – Fall 2020 (Example – Semester/Year)

|  |  |  |
| --- | --- | --- |
| Income | | |
| Description | **Amount** | **Additional Notes** |
| Member dues   * $24 per semester * 16 active members | $384.00 | A portion of these dues goes towards the Fall Break Camping Trip |
| Fundraising   * Creighton Concession Stand (soccer games) | $225.68 |  |
| CSU funding | $650.00 | (requested amount) |
|  |  |  |
|  |  |  |
| Total | **$1,259.68** |

|  |  |  |
| --- | --- | --- |
| Expenses | | |
| Description | **Amount** | **Additional Notes** |
| Food for meetings   * Pizza and lemonade ($35 per week) * 2 meetings per month | $280.00 | Sodexo Catering |
| Fall Break Camping Trip   * Kansas City, MO | $717.00 | See “Camping Trip” activity budget |
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| Total | **$997.00** |