

Funding Request and Program Budget

***must be submitted via email with Program Proposal**

Student Organization:	Teddy Bear Picnickers	
Name of Program:	Bear Pride Picnic	
Date of Program:	11.11.11	
Organization Representative:	President Polaris	
Representative email, phone:	majo2529@unco.edu , (588) 692-5297	
Estimated Attendance:	250	
Requested Hearing Date:	10.27.11	
Self-Generated #8 Account Balance:	\$ 300.00	(won't affect funding, see below)

Instructions for completing a program budget form:

Step 1: Please carefully review all deadlines & funding cycles for each individual funding source.

Step 2: Please carefully review all by-laws & criteria for each funding source before submitting a request.

Step 3: Complete the top portion of this request with all applicable information.

*NOTE: Incomplete requests will NOT be reviewed.

Step 4: Work from the top down to complete the budget grid below. Insert and add rows as needed to fully explain costs and expenses.

*NOTE: Only enter information in white areas. *Gray & yellow areas will auto-populate.*

Step 5: Submit this budget form along with the Program Proposal by the deadline specified.

****Student organizations are prohibited from using funds for any activities prohibited by Federal or State law.**

Program Expenses	Description of Expense	Expense/Cost of item
Speaker Fees	Poet, Speaker	\$ 250.00
Speaker Hotel	Hotel room is \$90 for 1 night	\$ 90.00
Speaker Travel	Airplane ticket costs \$250	\$ 250.00
Space/Room Rental	UC Ballroom	\$ 150.00
Tech Services	Projector and technician	\$ 50.00
Food/Catering	300 cookies @ \$1.00 each	\$ 300.00
Other Expense		
Other Expense		
Total Programming Expenses		\$ 1,090.00
Marketing/Advertising	Description of Expense	Expense/Cost of item
Local print media	3 Mirror ads @ \$15 each	\$ 45.00
Posters/Fliers	150 posters @ \$.50 each	\$ 75.00
Poster Run Fees		
Ticketing/I-Box Set Up Fees		
Informational Brochure		
Other Marketing Expense		
Total Advertising Expenses		\$ 120.00
Other Funding	Name of Funding Source/Group	Amount Available
Student Fees Previously Allocated	#2 Account Balance	\$ 25.00
Self Generated Funding	#8 Account Balance	\$ 50.00
Co-Sponsorship:		
Total Other Funding		\$ 75.00
Total Cost of Program	(Program + Advertising Expenses =)	\$ 1,210.00
Total Other Funding	(#2 Account + Co-Sponsorships =)	\$ 75.00
Total Funding Requested	(Program Cost - Other Funding =)	\$ 1,135.00