**2023-2024 Club Budget Request**

**Instructions**

1. Replace all text in red with the specifics of your club/team.
2. All fields are mandatory unless otherwise noted, and a failure to fill any section may result in your request being denied.
3. Email your completed budget request form to [finance@ubclss.com](mailto:finance@ubclss.com) with the subject line: BUDGET REQUEST - CLUB NAME
4. Completed budget requests are due by **TBD.**

**Late budget requests will not be considered.**

1. **Club / Team Name:** Club Name
2. **Executive Contact Information**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email** |
| President(s) | Name | Email |
| Treasurer | Name | Email |

*insert rows for other club officers as needed*

1. **Membership**

|  |  |
| --- | --- |
| 2019-2020 | Number of members |
| 2020-2021 | Number of members |
| 2021-2022 | Anticipated number of members |

1. **Club Mandate**

In a few short sentences, describe what your club aims to do for the student body or for your members. You can elaborate in the description section below.

1. **Club Description**

This is your chance to sell your club and show its value. Spend some time on this and address the five areas considered by the LSS Finance Committee in reviewing your application as outlined in the Budget Scorecard.

Here are some suggestions of topics to cover. These are not mandatory topics but they are factors taken into consideration by the LSS Finance Committee when assessing funding requests.

* + Contribution to Allard student body as a whole
  + Contribution to club members
  + Contribution to UBC reputation
  + Contribution to society
  + Contribution to equity and diversity
  + Alumni participation
  + Connections with firms and other sponsors
  + Out of province reach
  + Expected growth (membership/events/outreach)
  + Club history

1. **Club Events**

Our club plans to host the following events with the following associated costs and expected attendances:

1. EXAMPLE: Clubs Day (Early September)

Our club will advertise at clubs day with the aim of recruiting new members (non-alcoholic)

Cost

|  |  |
| --- | --- |
| Poster board | $0.00 |
| Markers | $0.00 |
|  |  |
|  |  |
|  |  |

1. EXAMPLE: General Meeting (Mid September)

Executive members will be elected and the clubs agenda for the school year will be discussed. The expected attendance is our full membership. (non-alcoholic)

Cost

|  |  |
| --- | --- |
| Food | $0.00 |
| Drinks (non-alcoholic) | $0.00 |

1. EXAMPLE: Crazy Awesome Christmas Party (Mid December)

All members and non-members will be invited to purchase tickets to attend a bar and enjoy in camaraderie and so forth. The expected attendance is 200 people. (alcoholic)

Cost

|  |  |
| --- | --- |
| Disposable Cups | $0.00 |
| Drinks (alcoholic) | $0.00 |
| Silly Hats | $0.00 |

1. **Expected Financial Summary**

|  |  |
| --- | --- |
| LSS funding received last year | $[amount from 2020-2021 LSS budget] |
| Requested LSS funding for this year | **example: $300.00** |

**Revenue** *(insert extra rows as needed)*

|  |  |
| --- | --- |
| Requested LSS Funding for this year | $300.00 |
| Expected rollover from 2020-2021  (if rollover request was submitted) | $0.00 |
| Firm Sponsorship | $500.00 |
| Event 1 Revenue | $250.00 |
| Event 2 Revenue | $100.00 |
| T-shirt Sales | $250.00 |
| **Total** | **$1400.00** |

**Expenses** *(insert extra rows as needed)*

|  |  |
| --- | --- |
| Event 1 | $700.00 |
| Event 2 | $400.00 |
| Office Supplies | $50.00 |
| Website | $50.00 |
| T-shirt costs | $200.00 |
| **Total** | **$1400.00** |

**Totals**

|  |  |
| --- | --- |
| Total Revenue | $1400.00 |
| Total Expenses | $1400.00 |
| **Total Revenue - Expenses** | **$0.00**  *this amount must either be 0 (breaking even) or a positive number (indicating expected profit)* |

**List of Assets**

Clubs are expected to keep track of any assets the club has such as sporting equipment, banners or anything else of value.

|  |  |  |
| --- | --- | --- |
| Item 1 | Value | Expected year of replacement |
| Item 2 | Value | Expected year of replacement |
|  |  |  |

1. **Miscellaneous**

Here you might want to include reasons as to why you deserve more money than last year or why you spent less than expected last year. While this is not a necessary field, I strongly suggest you rationalize any major changes in spending.

**NOTE:** Clubs will not be penalized for reduced activity or cancelled events during the 2020-2021 school year due to COVID-19. If your club did not use up its budget last year due to COVID-19, please explain that in this section.

1. **Conclusion**

Conclude here.