

[[Please replace all the blue text with the specifics of your club.]]

2025-2026 Budget Request Form

Form Information:

All fields are mandatory unless otherwise noted. Failure to fill out any required sections may result in your request not being approved.

This form must be completed and sent in one email to the Vice President of Finance (Lucy) finance@ubclss.com and the Vice President of Clubs (Kieran) clubs@ubclss.com with the subject line "BUDGET REQUEST – CLUB NAME" before **11:59PM PST September 22, 2025**. Late budget requests will not be considered.

Please note: The LSS has roughly \$26 000 to distribute amongst roughly 40 clubs, associations, and teams. In prior years, clubs have requested over \$70,000 in their Budget Requests. Please be reasonable when submitting budget requests and consider the amount of funding available.

A. Club / Team Name

[Club Name](#) (please write out your FULL club name as you want it recorded)

Shorthand: [Club Name shorthand \(optional\)](#)

B. Contact Information

President	Name (email)
Treasurer	Name (email)
Other Club Officers	Name (email) (optional)

C. Membership

2023/2024	Number of members
2024/2025	Number of members
2025/2026	Estimate of members

D. Club Mandate

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

E. Club Description

This is your chance to highlight the importance and value of having your club at Allard. It would be valuable to address the five Assessment Factors as outlined in the Budget Scorecard (inclusivity, presence, membership, past spending, and alternatives). These are

the factors that will be considered by the LSS Finance Committee in reviewing your application, and by the LSS Executive Committee in approving your budget proposal.

Feel free to discuss anything else that is relevant to your club, but please be succinct. In the past, clubs have discussed the following:

- Contribution to members
- Contribution to the student body as a whole
- Contribution to UBC/Allard's reputation
- Contribution to society
- Alumni participation
- Contact with firms and other sponsors
- Out of province reach
- History of club and club growth
- Expected growth (membership/events/outreach)

F. Club Events

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

1. EXAMPLE #1 – Clubs Day (early September)

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

Cost breakdown:

Poster board	\$8.00
Markers	\$15.00

2. EXAMPLE #2: 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 (22 people). (non-alcoholic)

Cost breakdown:

Snacks	\$80.00
Drinks	\$20.00

3. EXAMPLE #3: Crazy Awesome Christmas Party (mid-December)

Members and non-members will purchase tickets to attend a bar and have fun. The expected attendance is 200 people. (alcoholic)

Cost breakdown:

Disposable Cups	\$100.00
Silly Hats	\$400.00

G. Expected Financial Summary

Previous Year Funding	\$250.00
How were funds used in the previous year?	Provide a brief description and general comparison to your clubs' prior year budget request.

Revenue (EXAMPLE)

Requested LSS Funding	\$300.00
Firm Sponsorship(s)	\$500.00
Other Outside Funding	\$1000.00
Event 1 Revenue	\$250.00
Event 2 Revenue	\$100.00
T-shirt Sales	\$250.00
Etc.	
Total	\$2400.00

Expense (EXAMPLE)

Event 1	\$700.00
Event 2	\$1400.00
Office Supplies	\$50.00
Website	\$50.00
T-shirt costs	\$200.00
Total	\$2400.00

List of Assets

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

Item 1	\$0.00	Year purchased	Expected year of replacement
Item 2	\$0.00	Year purchased	Expected year of replacement
Item 3	\$0.00	Year purchased	Expected year of replacement

H. Further Comments

(optional) This is your opportunity to discuss anything else you want the LSS to know when considering your budget request. Here you might want to include reasons as to why you're requesting more money than last year. If you plan on making some major changes to what your club has done in previous years, this is a good spot to justify/explain those changes. Please be succinct.

I. Conclusion

Conclude here.

Treasurer Signature (typed out name is ok)

President Signature (typed out name is ok)