

**Niagara University Student Government Association**

**107 Lower Level Gallagher Center**

**Niagara University, NY 14109**

**Budget Request Form for Clubs**

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| **Equipment** | | All equipment must be kept in inventory and the NUSGA will not fund the same equipment more than once per academic year or only as necessary. **The NUSGA does not fund for supplies for events.** |
| *Quantity* | *Total* |
|  |  |  |
|  |  |  |
|  | $ | Purpose: |

*This funding comes from a portion of the student service fee; thus advisors cannot be covered by student money.*

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| **Club Name:** | | | |
| **Number of Expected Members:** | | | |
| **Current Bank Balance:** | | | **$** |
| **Yearly Dues (Semester dues x 2)** | | | **$** |
|  |  |  |  |
| **Uniforms – Allowed 1x per year** | | | Notes: |
| *Allowance* | *Quantity* | *Total* |  |
| $17.00 |  | $ |  |
|  |  |  |  |
| **Apparel - Allowed 1x per year** | | | Notes: |
| *Allowance* | *Quantity* | *Total* |  |
| $12.00 |  | $ |  |
|  |  |  |  |
| **Banquet - Allowed 1x per year** | | | |
| Location: | | | |
| Date: | | | |
| *Allowance* | *Quantity* | *Total* | Notes: |
| $8.00 |  | $ |  |
| $12.00\* |  | $ | ***\*National Affiliation ONLY*** |

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| **Instructor - Up to $500** | | *The instructor must be present on a consistence basis, two thirds of the semester.*  *Instructors employed by Niagara University or by campus contractors (i.e., C&W, Metz, Campus Safety, etc.) will not be funded unless the club is competitive in nature (i.e., competes with other higher education institutions).* |
| *Amount Requested:* | $ |
|  | Purpose: |

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| **Speakers** | | | The NUSGA will fund up to three (3) lectures, seminars, and/or workshops, per semester, up to $175 each |
| *Allowance* | *Quantity* | *Total* | Purpose: |
| *$175.00* |  | $ |

**If your club is only requesting items on this side of the Form, please meet with the GA during their provided Office Hour Times.**

**DO NOT DROP OFF FORMS WITHOUT SPEAKING TO THE GA FIRST.**

**Please bring copies of prices of equipment, trips (including airplane, hotel, admission price estimates) to your individual treasurer’s meeting and attach them to this form.**

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| **TOTAL AMOUNT REQUESTED: $** |
| **TOTAL AMOUNT TO BE FUNDRAISED (10% of Total): $** |

**Prorating**: All items will be pro-rated to the following percentages:

1. $0-$249.99 will be pro-rated 65%
2. $250.00-$749.99 will be pro-rated 60%
3. $750.00+ will be pro-rated 55%

This includes but is not limited to flights, busing and equipment.

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| **Conference - Allowed 1x per year** | | |
| Conference Name: | | |
| Location: | | |
| Dates: | | |
| Purpose: | | |
| *Expenses* | *Amount Requested* | *Notes:* |
| Lodging: | \_\_\_nights x \_\_\_ rooms for \_\_\_ students x $100 = | up to 3 nights @ $100 6 or fewer rooms with 4 students per room |
| Registration: | $\_\_\_\_\_\_ x \_\_\_ students x \_\_\_\_% = | 24 or less students prorated 75% or 24 or more students prorated 50% |
| Transportation: | $ | Car: Gas $.25 per mile max 5 vehicles (4 students per vehicle) |
| Total: | $ |  |

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| **Trip – Allowed 1x per semester** (admission for 3 additional trips pro-rated) | | |
| Location: | | |
| Dates: | | |
| Purpose: | | |
| *Expenses* | *Amount Requested* | *Notes:* |
| Lodging: | \_\_\_nights x \_\_\_ rooms for \_\_\_ students x $100 = | up to 2 nights @ $100 6 or fewer rooms with 4 students per room |
| Admission: | $ \_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ students = | Max 24 students. Up to $2000, over 2000 prorated 30% |
| Transportation: | $ | Car: Gas $.25 per mile max 5 vehicles (4 students per vehicle) |
| Total: | $ |  |

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|  |  | Comments: |  |  |  |  |  |  |  |
| Advisor Signature | |  | Date |  |  | Club Rep. Signature | |  | Date |
|  |  |  |  |  |  |  |  |  |  |
| Print Name | |  |  |  |  | Print Name |  |  |  |