

# American University Club Sports Budget Request Form

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Request Amount: \_\_\_\_\_

Breakdown: (Please itemize each on the following pages)

Operating Expenses: \_\_\_\_\_

Competition Expenses: \_\_\_\_\_

Travel Expenses: \_\_\_\_\_

Equipment: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Dues: \_\_\_\_\_

Donations: \_\_\_\_\_

Corporate Support: \_\_\_\_\_

Fundraising: \_\_\_\_\_

Total Income: \_\_\_\_\_

**Please attach all supporting documents and justifications to end of document. Use additional sheets if necessary.**

Clubs do not write in box.

Date received: \_\_\_\_\_

Presentation Date: \_\_\_\_\_

Council Recommendation: \_\_\_\_\_

Allocated Amount: \_\_\_\_\_

Date Allocated: \_\_\_\_\_

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**Club Operating Expenses** - List expenses associated with the daily operation of the Club. What types of expenses do you expect to incur in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the Club?

**Item**

**Cost**

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**Total:** \_\_\_\_\_

**Competition Expenses** - What does it cost to participate in these contests? League/Association dues, officials/judges costs and facility rental fees are some questions you should consider.

**Item**

**Cost**

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**Total:** \_\_\_\_\_



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**Dues** - How many members do you expect? What amount of dues will the Club charge? Will this be a yearly charge or a charge per semester?

Dues Collected (Circle One): Semester          Annual

Number of Members: \_\_\_\_\_

Amount of Dues: \_\_\_\_\_

**Total Dues Collected:** \_\_\_\_\_

**Donations** - List all expected donations both corporate and private.

| Company             | Amount |
|---------------------|--------|
| _____               |        |
| _____               |        |
| _____               |        |
| _____               |        |
| _____               |        |
| <b>Total:</b> _____ |        |

**Corporate Support** - List all potential corporate support, including cash donations, equipment or discounts the Club expects to solicit next year.

| Company             | Type | Amount |
|---------------------|------|--------|
| _____               |      |        |
| _____               |      |        |
| _____               |      |        |
| _____               |      |        |
| _____               |      |        |
| <b>Total:</b> _____ |      |        |

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**Fundraising** - List all potential fundraisers and expected income.

**Fundraiser**

**Income**

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**Total:** \_\_\_\_\_