HOW TO SUBMIT A BUDGET REQUEST

JUNE 2023

- **1.** Log in on OurCampus (ourcampus.lafayette.edu) and go to your group page.
- 2. Click on "Budget"



3. Make sure the budget you are submitting a request for is selected, aka "Summer", "Fall", "Food Budget", etc.

Budget - Balloon Club			Create Budget Reque
2023	~		7
Budget Submission	oudget Review & Approval	Payment Requests	Budge & Payment Closed
0			
Deadline (Sep 7, 2023 11:55 PM	Deadline () Sep 22, 2023 12:00 AM	Deadline () Nov 27, 2023 11:55 PM	Deadline () Feb 2, 2024 12:00 AM
Fall budget requests are DUE by Sept. 7th at 11:55pm!	Student Government reviews submissions and approves/rejects the amounts requested.	The Office of Student Involvement approves/rejects payment requests. Payment requests for the fall semester are DUE by 1 m. Nov. 27, 20231	No budget requests, approvals, payments car be made anymore.

Pay attention to the stages and due dates! Once the budget moves to the "Review" stage you will not be able to submit a budget request!

- 4. Click on "Create Budget Request"
- **5.** Complete the steps. "Title" should be the Budget aka "Summer 20XX", "Fall 20XX", "Food Budget", "Reallocation", etc. You do not need to enter a description.

Create/Edit a l	Budget Request (Step 1 / 2)	×
* Budget Request Type	General Budget Request	~
* Title	Fall 2023	
Description		
		Close Next



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6. Add ALL item requests for the budget/semester (including events, equipment, apparel, etc.) using the "Add Item" BEFORE clicking "Next"!

em Type	Amo Requ	unt iested	Amo Final Grou	unt nced By IP	Total Need	Funds	Notes	
Apparel ~	\$	400	\$	0	\$	400.00	20 tshirts at \$20 each	¢
Equipment ~	\$	100	\$	0	\$	100.00	Balloon Pump	¢
Event/Programming ~	\$	500	\$	0	\$	500.00	Balloons, ribbon, display su	¢
Speaker/Performer 🗸	\$	1000	\$	0	\$	1000.00	Balloon expert to talk to clu	¢
Promotional Items/G V	\$	100	\$	0	\$	100.00	Stickers	¢
Event Rentals/Space V	\$	3500	\$	0	\$	3500.00	Bank Street for formal; foor	C
Event/Programming ~	\$	200	\$	0	\$	200.00	Decorations for formal	¢
Total	5	800.00		0.00	5	800.00		

- Budget requests will only be reviewed if ALL requested items are in this one request!
- Be sure to follow all Student Government Financial Guidelines!
- Add notes! Including details will help Student Government review your request!
- 7. Complete additional questions. When finished, click "Submit".

uestions and	uest Additional
Number of active members:	25
Average attendance at meetings:	10
iverage attendance at events:	15
nnual dues per member (if no dues, enter \$0):	0
oes your organization receive unding from other sources? If yes, please explain from who and how much.	No e
lease list the events/activities our organization plans to host his upcoming semester. Must include the approximate date and cost.	weekly club meetings (\$0), October speaker (\$1,000), November balloon event (\$200), December formal (\$4,000) (a) (b) (b) (b) (b) (b) (b) (b) (b
	November regionals in NY (54,000), December formal (54,000), Semesterly tabling (\$350), etc.
rventory: Please list the items nd quantity you have received from Student Government to	Helum tank
date.	Ex. baskatballs (15), telescopes (4), uniforms (20), etc.
lease attach quotes and proof of payments (ex. league fees, subscriptions, etc.).	1 Upload file
Please provide any additional information that will help the Budget Committee evaluate your request.	Additional comments here!
proceeding.	

Be sure to answer honestly and thoroughly as it will help Student Government have all the information they need to review your request!

8. To make sure it was submitted, it should appear like the below on the main "Budget" page.

G	Balloon Club							
٢		#ID	REQUEST	BUDGET ITEMS				
÷		89494	Fall 2023	Name	Total Funds Needed	Financed By Group	Requested	
~			General Budget Request	Apparel 20 tshirts at \$20 each	400.00	0.00	400.00	
			Jane Smith May 25, 2023 11:17 AM	Equipment Balloon Pump	100.00	0.00	100.00	
•			Form SG Budget Request Additional Qu stion	Event/Programming Supplies Balloons, ribbons, display supplies	500.00	0.00	500.00	
D			Speaker/Performer Fee/Honorarium Balloon expert to talk to club	1,000.00	0.00	1,000.00		
				Promotional Items/Give A Ways Stickers	100.00	0.00	100.00	
				Event Rentals/Space (Bank Street, Sogo, Skating Rink, etc.) Bank Street for formal; includes food	3,500.00	0.00	3,500.00	
				Event/Programming Supplies Decorations for formal	200.00	0.00	200.00	
				Total	\$5,800.00	\$0.00	\$5,800.0	

Make sure all requested items are included in the one Budget Request! If there are multiple semester requests they will not be approved!

You can make edits up to the due date by clicking on the little pencil.

Questions: stugov@lafayette.edu or involvement@lafayette.edu