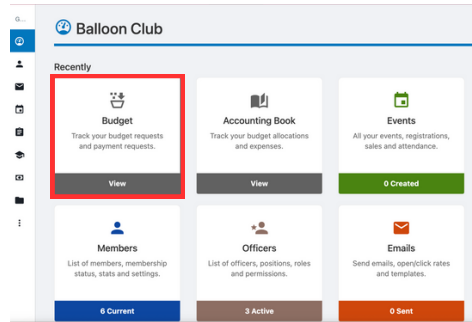


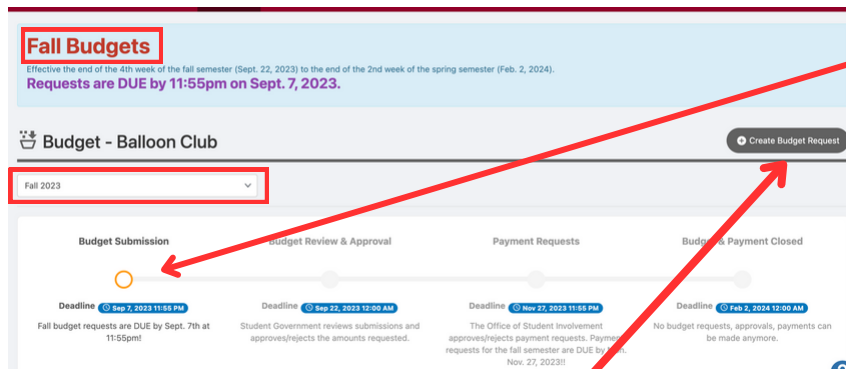
HOW TO SUBMIT A BUDGET REQUEST

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.



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.

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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"!

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	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 st.
Speaker/Performer ...	\$ 1000	\$ 0	\$ 1000.00	Balloon expert to talk to cl.
Promotional Items/G...	\$ 100	\$ 0	\$ 100.00	Stickers
Event Rentals/Space...	\$ 3500	\$ 0	\$ 3500.00	Bank Street for formal; foo
Event/Programming ...	\$ 200	\$ 0	\$ 200.00	Decorations for formal
Total	5800.00	0.00	5800.00	

- 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".

Number of active members: 25
Average attendance at meetings: 10
Average attendance at events: 15
Annual dues per member (if no dues, enter \$0): 0
Does your organization receive funding from other sources? if yes, please explain from who and how much: No
Please list the events/activities your organization plans to host this upcoming semester. Must include the approximate date and cost: weekly club meetings (\$0), October speaker (\$1000), November balloon event (\$200), December formal (\$4000)
Inventory: Please list the items and quantity you have received from Student Government to date: helium tank
Please attach quotes and proof of payments (ie. league fees, subscriptions, etc.):
Please provide any additional information that will help the Budget Committee evaluate your request: Additional comments here!

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.

#ID	REQUEST	BUDGET ITEMS	Name	Total Funds Needed	Financed By Group	Requested
80494	Fall 2023 General Budget Request	Apparel	20 tshirts at \$20 each	400.00	0.00	400.00
		Equipment	Balloon Pump	100.00	0.00	100.00
		Event/Programming Supplies	Balloons, ribbons, display supplies	500.00	0.00	500.00
		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	\$5,800.00

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