***Building Your Organizational Budget***

Hello! Thank you for taking the time to submit a budget to SFC! Below are helpful links for you to consider as you build your budget such as SFC pricing guides and policy.

[Off Campus Policy](http://www.oberlinsfc.com/off-campus-policy.html)

[Honorarium Policy](http://www.oberlinsfc.com/honorarium-policy.html)

[SFC Pricing Guide](http://www.oberlinsfc.com/pricing-guide.html)

[Organization Codes](http://www.oberlinsfc.com/editts59cffd8bgid0.html)

Gas Reimbursement Policy:

Gas will be reimbursed up to the Ohio Average Gas Price in accordance with Today’s AAA Ohio Avg. Use this link to verify Today’s AAA Ohio Avg: https://gasprices.aaa.com/?state=OH

* Gas must be purchased with a P-Card **only**.
* Please include a **screenshot** of Today’s AAA Ohio Avg. in your submitted Budget, AdHoc, or Reallocation request.
* We will not reimburse students for vehicle wear-and-tear. If wear-and-tear costs pose a barrier to your organization, we suggest that you request funds to rent a car through the Oberlin College Enterprise Rent-A-Car program below.

Budget Reminders:

1. Please hyperlink your price sources by typing either command + k or going to insert > link. Links can be unnecessarily long and hyperlinking improves the readability of your budget.
2. Prices that cannot be hyperlinked (honorariums, items from stores that do not list prices online, etc.) must include a source. This could be the screenshot of email correspondence, a past contract, or anything else that proves the price you listed is not imaginary.
3. Include subtotals at the end of each section you are requesting money for, especially if the section has multiple line items (ex: General Interest meetings (advertising, snacks)).
4. Budgets will only be accepted in PDF form.
5. Remember that the SFC spends dozens of hours looking over budgets every semester; please make budgets neat, readable, and as concise as possible.

**\**Do NOT include this page in your budget submission!***

**Thank you!**

**SFC**

[Organization Name]

[Organization] Budget Request for [Fiscal Year (Semester)]

| **Organization Treasurer:** |
| --- |
| **Account Number:** |
| **Advisor:** |
| **Treasurer for [next fiscal year/semester]/Treasurer’s Email:** |
| **Amount granted from ad hoc [previous year/semester][[1]](#footnote-0):**  **Amount requested from ad hoc:**  **Amount granted from budget [previous year/semester]:**  **Amount requested from budget:** |
|
|

| **Total Request for [next fiscal year/semester]:** |
| --- |

**Mission Statement:**

**Accomplishments [previous year/semester]:**

**Objectives for [next fiscal year/semester]:**

Budget Breakdown

1. Equipment
2. Guest Artist/Speaker
3. Conference/Competition
4. General Interest Meeting

**Inventory**

*When requesting equipment, you are required to attach an itemized inventory of equipment your club already has. This way, SFC knows how many items you already have and what condition they are in. Otherwise, we cannot assess the necessity of the items you are requesting. Please also indicate where your storage space is.*

| **Item** | **Year Purchased** | **Quantity** | **Condition** |
| --- | --- | --- | --- |
| E.g. Macbook Pro | 2013 | 1 | Fair |
| E.g. Macbook Pro Charger | 2013 | 1 | Poor |

**Itemized Requests**

1. Equipment

*You should explain why you need new items. For example, if it is a piece of equipment your organization requires that requires repurchasing every year/semester, or if it is equipment that is too old and needs replacing.*

E.g. We have had a charger for our Macbook that no longer works. It is important that we have a charger for our laptop, and do not rely on the circulation desks for this.

| **Item** | **Price** | **Source/Link** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
| E.g. Macbook Pro Charger | $20.99 | [Amazon](https://www.amazon.com/Charger-Magsafe-Adapter-Replacement-MacBook/dp/B07XHLX9RY/ref=asc_df_B07XHLX9RY/?tag=hyprod-20&linkCode=df0&hvadid=385197824350&hvpos=1o1&hvnetw=g&hvrand=6015255153854780707&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=&hvtargid=pla-822228294401&psc=1&tag=&ref=&adgrpid=76690811457&hvpone=&hvptwo=&hvadid=385197824350&hvpos=1o1&hvnetw=g&hvrand=6015255153854780707&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=&hvtargid=pla-822228294401) | 1 | $20.99 |
|  |  |  |  | $20.99 |

1. Guest Artist/Speaker

*Here you should tell us a bit about the speaker/artist you intend on bringing. How do they represent the mission of your organization? How will they fulfill the needs of your organization or address needs you see present on campus? What are the logistics (i.e. attendance, date/time, and where the talk/performance will be held)? Have you reached out to them?*

e.g.

| **Item** | **Price** | **Source/Link** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
| Honorarium | $1,500 | (see correspondence below)[[2]](#footnote-1) | 1 | $1,500 |
| Flight | $275 | SFC Pricing Guide (flying from [region]) | 1 | $275 |
| Accomodations | $126/night | SFC Pricing Guide | 1 | $126 |
| Meals | $30/day | SFC Pricing Guide | 1 | $30 |
| Airport to Oberlin Shuttle | $130 round trip | SFC Pricing Guide | 1 | $130 |
| Advertising | $20 | SFC Pricing Guide; we expect about 30 people in attendance | 1 | $20 |
| TOTAL |  |  |  | $2,081 |

1. Conference/Competition

*Here you should tell us about the conference. What are the dates of the conference? How does it fulfill the needs of your organization members and mission? What skills will you gain from attending this conference that will enrich the campus community? What can this conference offer you that you cannot get on-campus? How many people are attending and how is this decided?*

e.g.

| **Item** | **Price** | **Source/Link** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
| Student Registration | $50 per person | Link to conference page with registration costs/some correspondence showing the cost | 5 | $250 |
| Rental Car | $31.30/day | SFC Pricing Guide (Economy car) | 2 days | $62.60 |
| Accomodations | $91/night | The federal reimbursement rate for whichever city you will be in can be found on the SFC Pricing Guide.[[3]](#footnote-2) | 2 rooms, 2 nights | $364 |
| Meals | $15/day | SFC Pricing Guide | 5 people for 2 days | $150 |
| Gas |  | $daily price per gallon \* (total distance of trip/mpg of car) |  |  |
| TOTAL |  |  |  | $826.60 |

1. General Interest Meeting

*SFC understands the importance of having a general interest meeting that is well advertised for student organizations in the beginning of the semester. We have set the following guidelines regarding general interest meetings.*

| **Item** | **Price** | **Source/Link** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
| Advertising | $10 | SFC Pricing Guide | 1 | $10 |
|  |  |  |  |  |
|  |  |  |  |  |

**Final Budget Breakdown:**

| *Category* | *Cost* |
| --- | --- |
| Equipment | $20.99 |
| Guest Artist/Speaker | $2,018 |
| Conference/Competition | $826.60 |
| General Interest Meeting | $10 |
| Total Budget Request: $2,875.59 | |

1. If you are requesting the budget for the fall semester of the fiscal year, please put the entire previous fiscal year allocations/requests. If you are requesting the budget for the spring semester, please put the previous semester (fall) allocations/requests. [↑](#footnote-ref-0)
2. The correspondence can be an attached screenshot of an email or something similar. [↑](#footnote-ref-1)
3. SFC recommends using websites like Priceline for deals on hotels, and you can attach a screenshot of the total cost (although, this method is more recommended for ad hoc because price fluctuates much more when using these websites). [↑](#footnote-ref-2)