

How to Build Your Organizational Budget

Thank you for taking the time to submit a budget to SFC! Please utilize the links and template below to build your ad hoc and budget requests!

For Budget: Follow the template given below, anything in **Blue Font** is to be changed. Select the itemized requests that best suit your budget request.

For Ad Hoc: Take an itemized template and use it for your requests.

[Honorarium Policy](#)

[Off Campus Policy](#)

[SFC Pricing Guide](#)

[Organization Database](#)

Budget Reminders:

1. **Please double check your information with the organization database making your budget.**
 - a. If any information on the budget doesn't match with the database (Organization Name, Advisor, Treasurer, Organization code), the budget **will not be reviewed.**
 - b. If the budget is not submitted through the same council google form then the organization database, the budget **will not be reviewed.**
 - c. If the organization isn't active on presence and on the organization database, the budget **will not be reviewed.**
2. **Please provide correspondence**
 - a. **Hyperlink sources** (control + k for windows, command + k for mac)
 - b. For prices that cannot be hyperlinked, **provide pictures / screenshots** (email screenshots, final shopping cart screenshots, price pictures from the store, etc)
 - c. Verbal communication is **not allowed** as a correspondence.
 - d. **ALL correspondence must match the funding amount requested.**
3. **Please provide as much detail as possible.** Description of events, each line item for equipment purchase, and itinerary for organizational trips.
4. Budgets will only be accepted in PDF form.
5. Feel free to change the chart line and fill colors! (please provide visible font color)

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

[Organization Name]

[Organization] Budget Request for [Fall / Spring 20xxz]

Organization Current Treasurer: Name of the Treasurer

Account Number: Organization account (index number #####)

Advisor: Organization Advisor

Next Semester Treasurer: If there is a change, please add. If not, write current treasurer

Amount requested from Ad Hoc previous semester [Fall / Spring 20xx]: \$ -- or N/A

Amount granted from Ad Hoc: \$ -- or N/A

Amount requested from Budget previous semester [Fall / Spring 20xx]: \$ -- or N/A

Amount granted from Budget: \$ -- or N/A

Total Request for [Fall / Spring 20xx]: \$ -- total

Mission Statement: *Please add a paragraph or more about your organization's mission. This is important as SFC sees how the mission stays consistent and the item requested is related to the mission.*

Accomplishments [Fall / Spring 20xx]:

- Accomplishments 1
- Accomplishments 2
- Accomplishments 3...

Objectives for [next semester Fall / Spring 20xx]:

- Objectives 1
- Objectives 2
- Objectives 3...

Budget Breakdown

1. Request 1
2. Request 2
3. Request 3
4. Request 4

Ex)

1. Equipment
2. General Event
3. Guest Artist/Speaker
4. Conference/Competition
5. General Interest Meeting
6. Bi-weekly meeting

Budget Priority List

Ex)

1. General Event
2. Conference/Competition
3. General Interest Meeting
4. Guest Artist/Speaker
5. Bi-weekly meeting
6. Equipment

Club Membership

Please list down the active members of your organization.

Ex)

Name	Grad Year	Position
MJ Park	2024	Member

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.

If you have a separate sheet your organization is keeping an inventory list, Please hyperlink that sheet instead for your convenience.

Ex)

Storage space: Wilder 312

Item	Year Purchased	Quantity	Condition
Volleyball Net	2019	1	Decent
25' DMX Cable	2023	2	Good
Settlers of Catan	2001	1	Poor

Itemized Requests

1. Equipment

Here 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. You are also highly recommended to add a priority number for the items you are requesting.

Ex) If the club was “Board Game Club”

Item	Price	Source/Link	Quantity	Total
(1) Settlers of Catan	\$59.99	Catan Store	1	\$59.99
(5) Settlers of Catan 5-6 Player Extension	\$32.99	Amazon	1	\$32.99
(4) 7 Wonders	\$59.99	Amazon	1	\$59.99
(2) Secret Hitler	\$40.00	Amazon	1	\$40.00
(3) Coup	\$14.99	Amazon	2	\$29.98
TOTAL				\$222.95

Settlers of Catan - *We have had a board game ‘Settlers of Catan’ that is worn out and has many missing pieces. As we are a board game club and our mission is to play and provide board games to our members and the Oberlin community, it is important that we receive a new set of games.*

We are also implementing new policies and systems so that the games could last longer used by everyone.

Settlers of Catan 5-6 Player Extension - *We would also like to ask for board game extension so that more people would be able to play and we won't have to buy extra of the board game.*

7 Wonders - *Next semester we would like to expand our closet with a variety styles of games. 7 wonders is a strategy card drafting game that involves building a civilization over three ages, competing for resources, and constructing architectural wonders. It is highly regarded for its strategic depth and replayability, making it a valuable addition to any board game club's collection.*

Secret Hitler - *This was one of the highly requested board games from the club members this semester. It is an engaging social deduction game that encourages strategic thinking, deception, and social interaction. It challenges players to use deduction skills to uncover hidden roles and navigate political intrigue in a historical setting. As our board game club aims to provide engaging and intellectually stimulating games for our members, we believe that Secret Hitler would be a valuable addition to our collection.*

Coup - *We would also like to expand to some deductive card games also. In Coup, players compete to eliminate each other's influence by outsmarting opponents with bold bluffs and clever strategies. It's a game that rewards both tactical thinking and reading opponents' intentions, making it an engaging addition to any board game club's collection. We ask for two because it is a fairly small game that is demanded by multiple groups of players.*

2. General Event

This type of request should be for events that are typically on campus and centered around the students. Any showcases, performances, banquets, cultural events, religious events, and more would look somewhat like the template below.

Ex)

[Event Name]

[Event date/time] [Event location]

[Event Description] [Event's importance in relation to the club's mission]

[additional supporting reasons (expected attendance, historical event results, any addition from the last event, interest survey on campus...)]

We have attached approval from the AVI as our catering request goes over \$500.

We also have safe kitchen approval and a safety trained member as we are cooking food for the event.

Item	Price	Source/Link	Quantity	Total
Food menu #1	\$15.99	Hyperlink or visible screenshot of the menu	10	\$159.90
Food menu #2	\$12.99		15	\$194.85
Food menu #3	\$15.99		10	\$159.90
Ingredient #1	\$2.18	Walmart	2	\$4.36
Ingredient #2	\$1.96	Walmart	3	\$5.88
Event specific item #1	\$9.99	Amazon	2	\$19.98
Event specific item #2				
TOTAL				\$524.89

[AVI approval]

[Servsafe Kitchen location & Serve Safe trained member’s name]

3. 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?

There are many case by case considerations especially for this type of request. Please follow the template below but also feel free to come talk to SFC members if there are any complications in planning the event (timing, costs, etc). The talk should happen before the submission of the budget or an Ad Hoc request.

Ex)

[Artist name or Guest Speaker name]

[Event date/time] [Event location]

[Introduction of the artist/speaker] [Description of the event] [Relation to the mission of the club]

[additional supporting reasons (expected attendance, historical reference, interest survey on campus...)]

Item	Price	Source/Link	Quantity	Total
Honorarium	\$1,500	See correspondence below (screenshot)	1	\$1,500.00
Travel	\$275	SFC Pricing Guide (flying from [region])	1	\$275.00
Accommodations	\$130/night	SFC Pricing Guide	1	\$130.00
Meals	\$20/day	SFC Pricing Guide	1	\$20.00
Airport to Oberlin Shuttle	\$130 round trip	SFC Pricing Guide	1	\$130.00
Advertising	\$20	SFC Pricing Guide, we expect about 30 people in attendance	1	\$20.00
TOTAL				\$2,075.00

4. 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?

Ex)

[Name of the Conference/Competition]

[Dates] [Location] [Number of attendees and selection process]

[Description about the Conference/Competition] [importance relation to the club’s mission]
 [importance of influence back to campus] [skill that will be learned]

[Additional Supporting Reasons]

Item	Price	Source/Link	Quantity	Total
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Student Registration	\$50/person	Hyperlink or screenshots to conference page with registration costs	5	\$250.00
Rental Car	\$33.75/day	SFC Pricing Guide (Economy car)	2 days	\$67.50
Accommodations	\$100/night	Federal reimbursement rate for the city	2 rooms, 2 nights	\$400.00
Meals	\$15/day	SFC Pricing Guide	5 ppl * 2 days	\$150.00
Gas		\$daily price per gallon * (total distance of trip/mpg of car)		\$30.00
TOTAL				\$897.50

5. 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.

Ex)

Our Club plans to have a general interest meeting on 9/27 next semester, a week after the club fair. Our meeting will be in King 101.

Item	Price	Source/Link	Quantity	Total
Advertising	\$10.00	SFC Pricing Guide	1	\$10.00
TOTAL				\$10.00

6. Club Meeting

SFC understands the importance of having a regular meeting that is well organized for student organizations. The template should be similar to the one before.

Item	Price	Source/Link	Quantity	Total
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Snack	Chips	Walmart	1	\$ 9.98
TOTAL				\$ 9.98

Final Budget Breakdown:

Requests	Cost
Equipment	\$222.95
Club Event	\$524.89
Guest Artist/Speaker	\$2,075.00
Conference/Competition	\$897.50
General Interest Meeting	\$10.00
Club Meeting	\$9.98
Total Budget Request: \$ 3740.32	