



2012-2013 Activity & Service Fee Budget Request For Registered Student Organizations

Use of the Enclosed Forms is Required for Budget Submission.

Budget Requests Due By:

December 5, 2011

Time Stamped by 5:00 p.m.

A&SF Business Office

(Student Union Rm. 215)

A&SF Budget Committee Members

If you have any questions related to the budget request packet, please contact the chair or vice chair listed below:

E. Joshua Miller
Anthony King
Wesley Jones
E. Joshua Miller
David Moskovitz
Kevin Gay
Medardo Cevallos
Grey Dodge
Matthew Gruda

A&SF Chair
A&SF Vice Chair
Speaker of the Senate
Comptroller
CRT Chair
FAO Chair
Student Senate Representative
Student Senate Representative
Committee Alternate

sga_asf@ucf.edu
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Matthew McCann
Adam Brock
Anthony King
Jacob Kahn
Matthew Arbos
Colton Tapoler
Caitie Shields
Cortez Whatley

Student Body President
Student Body Vice President
Senate President Pro Tempore
ORC Chair
Student Senate Representative
BoSD Chair
Student At-Large
Student At-Large

Packet #	_____
# of Pages	_____
Staff Initials	_____

Budget Guidelines

The following guidelines have been established by the 2012-2013 A&SF Budget Committee:

- 1) The budget request must be submitted by **5:00pm on December 5, 2011**, in order to be considered. Any extension must be requested by 5:00pm on December 5, 2011, and must be approved by the A&SF Budget Committee Chair. Extension requests must be submitted via email to the Chair.
- 2) All requests must be completed, typed, and listed in order of priority. **No handwritten requests will be accepted.**
- 3) A student organization must be continuously registered with the Office of Student Involvement from Spring 2011 through Fall 2011 in order to be considered. In addition, the student organization must be registered by January 27, 2012, with the Office of Student Involvement in order to receive funding.
- 4) Requests must be at least \$1,000.00 for events or competition materials and \$1,500.00 for travel.
- 5) A maximum of **two programs** (events, competition materials, or travel requests) for the 2012-2013 fiscal year shall be considered for funding by the A&SF Budget Committee. Programs should be ranked in order of importance to the organization.
- 6) Organizations may only receive funding for programs that have been previously funded for at least three of the last four years through the Activity and Service Fee (i.e., Senate Bill, FAO or CRT Allocation, MSC Bill/Allocation, or A&SF Budget).
- 7) **Registered Student Organizations (RSO) must submit a typed summary of their packet to the committee.** All RSOs shall be eligible to make a five (5) minute budget proposal to the A&SF Budget Committee regarding their budget requests. RSOs will be allowed to sign up for their budget proposal on a first-come, first-served basis. If an organization needs to reschedule its appointment, it must do so at least 48 hours prior to its originally scheduled appointment. Rescheduling requests must be submitted via email to the A&SF Budget Committee Chair. Organizations that miss their appointment forfeit the opportunity to present their budget proposal to the committee.

- 8) Additional requests for funding for Summer, Fall, and Spring semesters of the 2012-2013 fiscal year shall be presented to the Student Senate and must be approved as provided in Student Body Statutes.
- 9) Travel requests will be funded at the discretion of the Activity & Service Fee Budget Committee if the request is in the best interest of the Student Body.
- 10) For travel requests that include conference attendance, the date and location of the conference must be set by the hosting organization prior to request submission.
- 11) Requests for banquets, award ceremonies, or induction ceremonies will not be considered by the committee.
- 12) Past funding for organizational programs does not necessitate funding or suggest amount funded by the 2012-2013 A&SF Budget Committee.
- 13) In accordance with state law, all requests must be in the general best interest of the UCF Student Body.
- 14) Organizations are required to complete program evaluations (i.e., post-travel or post-event forms) and submit them to the Operations Review Committee (ORC) within thirty (30) days following the completion of the program.
- 15) The A&SF Budget Committee shall not consider any office supply or Operating Capital Outlay (OCO) funding requests. OCO is defined as items which are over \$5,000.00 with a life expectancy greater than one year.
- 16) All programs funded by A&SF funds must be held in accordance with the UCF Golden Rule, Student Body Constitution, Student Body Statutes, and Proviso Language.



**2012-2013 A&SF Budget
Request
Information Summary**
(All forms must be typed.)

FOR OFFICE USE ONLY

OSI Classification _____

Full Official Name of Student Organization: _____
(name on record with OSI, no acronyms)

Was the student organization registered with OSI Spring 2011? Yes No

Was the student organization registered with OSI Fall 2011? Yes No

Will the student org be registered with OSI Spring 2012 (by Jan. 27th, 2012)? Yes No

If any of the responses above are NO, the organization will not be eligible for funding through this process.

of Active Student Members: _____

Name of President: _____

Telephone #: _____ E-mail Address: _____

Name of Advisor: _____ E-mail Address: _____

Name of Senator: _____ E-mail Address: _____

Mission of Student Organization: _____

IMPORTANT: (1) These forms must be time-stamped and submitted to the A&SF Business Office no later than 5:00 p.m. on December 5, 2011, in order for the request to be considered. Budget requests turned in after this time and date will not be considered for funding. (2) Only those Organizations registered with the Office of Student Involvement (OSI) will be considered for funding. (3) All information on these forms needs to match the Organization's most recent Update form, as submitted to OSI.



2012-2013 A&SF Budget Request Information Summary

(All forms must be typed.)

Please write income/projected income (in dollars) in the boxes below. If not applicable, write "\$0":

Donations & Sponsorships For FY 11-12	Membership Dues Collected For FY 11-12	Amount in A&SF Budget Allocations For FY 11-12	Amount in Senate Allocations For FY 11-12	Amount in Senate Bills For FY 11-12

FY = Fiscal Year (July 1 – June 30)

For any questions regarding these values, please contact the SGA Comptroller at sga_comp@ucf.edu.

Signatures: By signing this form I verify that these are the official intentions of the above named student organization

Organization President

Organization Treasurer

Faculty/Staff Advisor

Signature

Signature

Signature

Typed Name

Typed Name

Typed Name

Date

Date

Date

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2012-2013 A&SF Budget Request Budget Summary Form



(Please type all forms)

Full Official Student Organization Name: _____

Instructions: Please indicate the individual program for which the student organization seeks funding and the total cost for each. The programs should be listed in priority order, with the first listed one given the highest priority. A detailed breakdown of the total cost for each program listed below must be provided on Form 3A/B.

Priority #	Program (event, competition materials or travel)	Total Amount Requested	Is this a repeat Program? (Y/N)	If a Repeat Program, at what dollar amount has SGA helped fund this event in the past?	If Repeat Program, Previous Program Cost	If Repeat Program, Previous Attendance	Anticipated Attendance for this upcoming Program
Summer/Fall 12/Spring 13							
1							
2							
	Total \$						



**2012-2013 A&SF Budget Request
Program Expenditure Form**
Priority # _____ (From Form 2)

Form 3A

ORC USE ONLY:

(PLEASE COMPLETE THIS FORM FOR EACH PROGRAM.)

Full Official Name of Student Organization: _____

Program Name: _____

Benefit to UCF Students: _____

Instructions: A separate Program Expenditure Form (Form 3A/B) must be submitted for each program listed on the Budget Summary Form (Form 2). The program number above must correspond with the priority number on Form 2. You must provide a detailed breakdown of all costs associated with each program. You must also state a benefit to the student body for each program.

Type of Expenditure (Examples: Publicity, Honorarium, etc.)	Details of Expenditure (Examples: Flyers, Honorarium Name, etc.)	Total Cost of Expenditure	SGA Use Only	
Total \$				



2012-2013 A&SF Budget Request Program Expenditure Form

Priority # _____ (From Form 2)

Form 3B

ORC USE ONLY:

(PLEASE COMPLETE THIS FORM FOR EACH PROGRAM.)

Full Official Name of Student Organization: _____

Program Name: _____

Benefit to UCF Students: _____

Instructions: A separate Program Expenditure Form (Form 3A/B) must be submitted for each program listed on the Budget Summary Form (Form 2). The program number above must correspond with the priority number on Form 2. You must provide a detailed breakdown of all costs associated with each program. You must also state a benefit to the student body for each program.

Type of Expenditure	Details/breakdown of Expenditure	Total Cost of Expenditure	SGA Use Only	
Registration	\$ _____ (fee) x _____ (# members)			
Lodging	\$ _____ (price per night) x _____ (# of nights) x _____ (# of rooms)			
Travel	\$ _____ (airfare) x _____ (# of members)			
Other				
	Total \$			
	Minimum Number of students attending (for travel only)			



**2012 – 2013 A&SF Budget
Request
Typed Summary**

(Please type Summary below. Limit 1 page per Program)