

UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.

****REQUEST FOR START-UP/OFFICE BUDGET****

Return to:

UMaine Student Government, Inc.
5748 Memorial Union, Room 150A
Orono, ME 04469-5748
Phone: 581-1778

Date of Application:

9/20/23

Fiscal Year Funding is Requested:

2024

NAME OF ORGANIZATION: PreLaw Society

Contact Officers:

1. Paige Allen President

Phone: 508-282-6777

2. Sloane Paul Treasurer

Phone: 207-561-8789

Number of Undergraduate Students: 20 Graduate Students: 0

Total Operating Budget:

Please list your total
operating budget for
the fiscal year

\$ 660

Expected sources of other funding:

Ex: Department Funding

\$ 50

Political Science Dep.

\$ 500

Member Dues

\$ 120

Fundraising

\$ 40

*All Expected Expenditures and Requests

Total Budget Requested from UMSG:

\$ 200



UMSG does not pay
for postage

Advertising & Correspondence

Expenditures:

Amount Needed:
(Total Amount)

Amount Requested:
(From UMSG)

1. <u>Ex: Printing, Stickers</u>	\$ <u>100</u>	\$ <u>50</u>
2. <u>Flyers</u>	<u>\$75</u>	<u>\$75</u>
3. <u>Stickers</u>	<u>\$50</u>	<u>\$50</u>
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
Advertising Total:	\$ <u>125</u>	\$ <u>125</u>

Office/Start-Up Expenses

Expenditures:

Amount Needed:
(Total Amount)

Amount Requested:
(From UMSG)

1. <u>Ex: Stapler, Pens, Pencils</u>	\$ <u>20</u>	\$ <u>20</u>
2. <u>Cups</u>	<u>\$25</u>	<u>\$25</u>
3. <u>Plates</u>	<u>\$25</u>	<u>\$25</u>
4. <u>Utensils</u>	<u>\$25</u>	<u>\$25</u>
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
Office Total:	\$ <u>75</u>	\$ <u>75</u>

Anything that your club
considers essential for
starting/maintaining the club can
be placed under office/start-up
expenses



Expenditures


	Total Amount Needed:	Total Amount Requested:
1. <u>Advertising & Correspondence</u>	\$ <u>125</u>	\$ <u>125</u>
2. <u>Office Expenses</u>	\$ <u>75</u>	\$ <u>75</u>
3. <u>Other</u>	\$ _____	\$ _____
Total:	\$ <u>200</u>	\$ <u>200</u>

Maximum allowed for club start up/office budgets is a total of \$200.00 total.

Funding for the categories of Conference & Travel, Equipment & Materials and Programs for most boards, community associations, clubs and committees shall be issued separately from the Annual Budget process and only through a resolution or allocation. The resolution or allocation must be sponsored by the EBC and passed by the GSS. This will be done throughout the year as each organization's events are planned in order to deal with current financial needs. The amount of these resolutions/allocations will determine if GSS attendance is needed. Please be specific when requesting items on your budget.

If you have any questions or concerns, please visit us in the Student Government, Financial Affairs Office located at the back of the Wade Center in the Memorial Union. Once completed please submit this form to the Financial Affairs office. Please fill out the forms completely as incomplete forms will be returned to you and not considered for funding until they have been corrected.


We, the undersigned undergraduates, hereby state that our club is in good standing, has final recognition and our officer forms are current and up to date. Also, that this budget request meets the requirements of the University of Maine Student Government, Inc. Financial Policies. (Copies of these policies are available in the Financial Affairs office).



Club President

9/20/23

Date



Club Treasurer

9/20/23

Date

