

# 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:

\_\_\_\_\_

Fiscal Year Funding is Requested:

NAME OF ORGANIZATION: \_\_\_\_\_

Contact Officers:

1. \_\_\_\_\_ President Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Treasurer Phone: \_\_\_\_\_

Number of Undergraduate Students: \_\_\_\_\_ Graduate Students: \_\_\_\_\_

Total Operating Budget: \$ \_\_\_\_\_

Expected sources of other funding:

Ex: Department Funding \$ 50  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*All Expected Expenditures and Requests

Total Budget Requested from UMSG: \$ \_\_\_\_\_



Advertising & Correspondence  
Expenditures:

	Amount Needed: (Total Amount)	Amount Requested: (From UMSG)
1. <u>Ex: Printing, Stickers</u>	\$ <u>100</u>	\$ <u>50</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
<b>Advertising Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>

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. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
<b>Office Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>



## Expenditures

	Total Amount Needed:	Total Amount Requested:
1. <u>Advertising &amp; Correspondence</u>	\$ _____	\$ _____
2. <u>Office Expenses</u>	\$ _____	\$ _____
3. <u>Other</u>	\$ _____	\$ _____
<b>Total:</b>	\$ _____	\$ _____

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Date

