MUSKEGON COMMUNITY COLLEGE

CLUB BUDGET REQUEST FORM

Request for School Year ________

CLUB ____________________________ New _____ Ongoing _____

OFFICERS

President __________________________
Vice President _______________________
Treasurer __________________________
Secretary __________________________
Other ______________________________

Number of members presently in club __________

Total number of members anticipated next year __________

Brief description of club’s aims and goals for this year. How do your club’s goals relate to "enrichment of lives of students and the community?"

PROJECTED INCOME / REVENUES

1. Account balance at end of previous fiscal year (June 30) __________

2. Dues anticipated  _______ @ $ _______ + __________
   Members Yearly

3. Projected income (Totals from back page) + __________

4. TOTAL anticipated REVENUES = __________

PROJECTED EXPENSES / REQUEST

5. Projected expenses (Totals from back page) __________

6. TOTAL anticipated REVENUES Amount from line 4 - __________

7. Subsidy REQUESTED from Student Organizations Committee = __________
The Student Organizations Committee realizes that it is virtually impossible to derive completely accurate estimates, but be as realistic as possible. If after receiving your club’s budget allocation you find it to be inadequate, a hearing may be requested from the Student Organizations Committee for additional funds. If your income is less than anticipated (due to perhaps less membership), you are expected to defray expenses, never exceeding your budget allocation.

The Student Organizations Committee reserves the right to call in officers to re-evaluate budgets at any time and revoke funds that are being misused. A current membership list may also be requested. The club, through its officers, is ultimately responsible for the legitimate use of student activity funds.

PERSONS PREPARING BUDGET (Please Sign):

Office(s) _______________________________  Advisor _______________________________
Office _______________________________  Office _______________________________

TOTALS: $ _______  $ _______  $ _______  $ _______

Details supporting above projections should be available upon request.