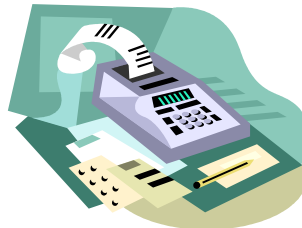




Office of Student Life and Services

Clubs and Organizations



“Budget Proposal Submission”

Each academic year, chartered and recognized clubs and organizations have the opportunity to submit a budget proposal to the Division of Student Affairs, Office of Student Life and Service. While clubs and organizations have the autonomy to develop budgets that is suitable to their needs and specific activities, all budget proposals must include the following:

- ✓ A Student Life and Services Registration Form which illustrates the club/organization’s “active” status, membership requirement (10) and academic requirement (good academic standing per member).

A screenshot of a PDF document titled "Club & Organization Registration Form-0010.pdf" opened in Adobe Reader. The form is from the University of the District of Columbia, Division of Student Affairs, Student Life and Services. It includes fields for Club/Organization name, Academic Year (Fall/Spring), Advisor, Campus Address, Telephone Number, and Email Address. There are checkboxes for "Active" and "Reactivate". Below these fields is a section titled "Membership Roster" with a table for listing members. The table has four columns: Name/Office, Student ID #, Email Address, and Telephone Number. The table is currently empty. The Adobe Reader interface shows the document is on page 1 of 1, zoomed at 75%.

- ✓ A spending plan which illustrates allocation for budget items (i.e. conferences, memberships, etc.) The spending plan below or a budget template can be utilized for this step.

- ✓ A budget narrative that thoroughly explains budget spending plan. Narrative should also include documentation for such events as conferences, membership fees for national organizations, and other events/activities that require a specific funding amount.
- ✓ Calendar of events-calendar of events should reflect budget narrative.

Ten copies of completed budget proposals should be submitted to the Office of Student Life and Services, Student Activities by the date provided by the Office of Student Life and Services, Student Activities.

Clubs and organizations are guided to attend the Fall Club and Organization Orientation and Budget Call sponsored by Student Life and Services prior to budget proposal submission. This will ensure that clubs and organizations are current on club and organization operational and financial procedures. Clubs and organizations can also consult the Office of Student Life and Services, Student Activities for assistance in budget development. Forms are located on the Student Life and Services Website, www.udc.edu/student_life.