

**The University of the District of Columbia**  
**Spending Plan for Fiscal Year 20**  
 October 1, 20 ~~2010~~ September 30, 20

**Club/Organization Name:** \_\_\_\_\_

SOAR Index Code:      SOAR Org. Code \_\_\_\_\_ Postsecondary Account \_\_\_\_\_

**ALLOCATION**

**20 SUPPLIES**

201 Office \_\_\_\_\_  
 203 Medical, Laboratory \_\_\_\_\_  
 204 Educational \_\_\_\_\_  
 205 Recreational \_\_\_\_\_  
 207 Clothing/Uniforms \_\_\_\_\_  
 209 Food & Provisions \_\_\_\_\_  
 210 General \_\_\_\_\_

**SUBTOTAL 20** \_\_\_\_\_

**40 OTHER SERVICES**

401 Local Travel \_\_\_\_\_  
 402 Out-of-State Travel \_\_\_\_\_  
 403 Transportation \_\_\_\_\_  
 408 Professional Fees \_\_\_\_\_  
 410 Office Support Service Fees \_\_\_\_\_  
 411 Printing, Duplication, etc. Charges \_\_\_\_\_  
 414 Advertising \_\_\_\_\_  
 415 Postage \_\_\_\_\_  
 424 Conference Fees \_\_\_\_\_  
 425 Memberships \_\_\_\_\_

**SUBTOTAL 40** \_\_\_\_\_

**41 CONTRACTUAL SERVICES**

409 Contractual Services \_\_\_\_\_  
**SUBTOTAL 41** \_\_\_\_\_

**50 GRANTS AND SUBSIDIES**

504 Financial Aid \_\_\_\_\_  
 506 Stipends, Grants & Gratuities \_\_\_\_\_  
 510 Transfer to Other Fund \_\_\_\_\_

**SUBTOTAL 50** \_\_\_\_\_

**70 EQUIPMENT/EQUIPMENT RENTAL**

701 Purchase Furniture & Fixture \_\_\_\_\_  
 702 Rental Equipment \_\_\_\_\_  
 704 Transportation \_\_\_\_\_  
 706 Professional Fees \_\_\_\_\_  
 707 Office Support Service Fees \_\_\_\_\_  
 708 Printing, Duplication, etc. Charges \_\_\_\_\_  
 709 Advertising \_\_\_\_\_

**SUBTOTAL 70** \_\_\_\_\_

**TOTAL ALLOCATION** \_\_\_\_\_

USGA CATEGORIES	Please Check One
Undergrad Student Government	<input type="checkbox"/>
Chartered Undergrad Student Org	<input type="checkbox"/>
Undergrad Class Organizations	<input type="checkbox"/>
SASE	<input type="checkbox"/>
Student Print & Broadcast Media	<input type="checkbox"/>
Undergrad Election Board	<input type="checkbox"/>
Student Activities Fund	<input type="checkbox"/>

GSA CATEGORIES	Please Check One
Graduate Student Government	<input type="checkbox"/>
Graduate Student Organizations	<input type="checkbox"/>
Graduate Election Committee	<input type="checkbox"/>
Student Activities Fund	<input type="checkbox"/>

VP for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

Club/Organization Advisor/President \_\_\_\_\_ Date \_\_\_\_\_

Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

Budget Director \_\_\_\_\_ Date \_\_\_\_\_

SAMPLE

**The French Club Calendar of Events  
2008-2009**

**September 2008**

September 13: Museum Tour and Lunch  
September 20: Meeting to show trip to France PowerPoint  
September 25: Conversation Practice 2-4pm

**October 2008**

October 15: Movie Presentation: Diva  
October 30: Conversation Practice 2-4pm

**November 2008**

November 13: Movie Presentation TBA  
November: Embassy Tour and Lunch (open to French Club members)

**December 2008**

December 09: End of the Semester Party / 4.0 Lounge

**January 2009**

January 29: Conversation Practice 2-4pm

**February 2009**

February 05: Masquerade Ball  
February 26: Conversation Practice 2-4pm

**March 2009**

March 26: Conversation Practice 2-4pm  
March 14: Museum Tour and Lunch

**April 2009**

April 15: Embassy Tour (open to French Club members)  
April 30: Conversation Practice 2-4pm

**May 2009**

May 07: End of the Semester Party  
May 23: International Travel - France

**June 2009**

June 15: International Travel - Morocco

SAMPLE

**The University of the District of Columbia**  
**Spending Plan for Fiscal Year 200**

October 1, 200 to September 30, 200

*Sample*

Club/Organization Name: French Club

SOAR Index Code: \_\_\_\_\_ SOAR Org. Code \_\_\_\_\_ Postsecondary Account \_\_\_\_\_

**ALLOCATION**

<b>20 SUPPLIES</b>	
201 Office	_____
203 Medical, Laboratory	_____
204 Educational	_____
205 Recreational	_____
207 Clothing/Uniforms	_____
209 Food & Provisions	<u>400.00</u>
210 General	_____
<b>SUBTOTAL 20</b>	<u>400.00</u>
<b>40 OTHER SERVICES</b>	
401 Local Travel	_____
402 Out-of-State Travel	_____
403 Transportation	_____
408 Professional Fees	_____
410 Office Support Service Fees	_____
411 Printing, Duplication, etc. Charges	_____
414 Advertising	_____
415 Postage	_____
424 Conference Fees	_____
425 Memberships	_____
<b>SUBTOTAL 40</b>	_____
<b>41 CONTRACTUAL SERVICES</b>	
409 Contractual Services	<u>400.00</u>
<b>SUBTOTAL 41</b>	<u>400.00</u>
<b>50 GRANTS AND SUBSIDIES</b>	
504 Financial Aid	_____
506 Stipends, Grants & Gratuities	_____
510 Transfer to Other Fund	_____
<b>SUBTOTAL 50</b>	<u>N/A</u>
<b>70 EQUIPMENT/EQUIPMENT RENTAL</b>	
701 Purchase Furniture & Fixture	_____
702 Rental Equipment	_____
704 Transportation	_____
706 Professional Fees	_____
707 Office Support Service Fees	_____
708 Printing, Duplication, etc. Charges	<u>150.00</u>
709 Advertising	_____
<b>SUBTOTAL 70</b>	_____
<b>TOTAL ALLOCATION</b>	<u>\$950.00</u>

USGA CATEGORIES	Please Check One
Undergrad Student Government	
Chartered Undergrad Student Org.	<input checked="" type="checkbox"/>
Undergrad Class Organizations	
SASE	
Student Print & Broadcast Media	
Undergrad Election Board	
Student Activities Fund	

GSA CATEGORIES	Please Check One
Graduate Student Government	
Graduate Student Organizations	
Graduate Election Committee	
Student Activities Fund	

*SAMPLE*

*Don Carter*  
*Alice Davis 11/3/08*  
*Margaret Harris 10/29/08*

VP for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

Club/Organization Advisor/President \_\_\_\_\_ Date \_\_\_\_\_

Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

Budget Director \_\_\_\_\_ Date \_\_\_\_\_

SAMPLE

SAMPLE

### French Club Budget Justification

The French Club is requesting a total of \$1000.00 for the 2008-2009 school years. The French Club will be hosting many events that promote cultural exploration and unity among international and local students. It is important that students leave the University prepared to compete internationally in the workforce. We will be hosting two movie nights, a masquerade ball (with the Latin Student Association) and museum tours at which we would like to provide food, which we estimate to cost \$600.00. After the museum tours students will go to a French Bistro where they can practice speaking French and gain exposure to French culture, food and customs firsthand. Additionally, we are requesting 350.00 for contractual services which we plan to use at the masquerade ball mentioned earlier. The French Club will also be planning two international trips. This summer six students from the University went to France and had a great experience. Therefore the French Club decided to make this an annual trip and they are also collaborating with the Language department and planning a trip to Morocco and Spain. The French Club is requesting \$100 for office supplies (paper, tape, pins etc) to help promote and advertise the trips and the other events that the club will be sponsoring.

SAMPLE



DIVISION OF STUDENT AFFAIRS  
STUDENT LIFE AND SERVICES

CLUBS AND ORGANIZATIONS PROGRAMS AND SERVICES REPORT

Report of Programs and services for Academic Year Fall 2013 Spring 2014 Date Submitted: \_\_\_\_\_

Name of Club / Organization: \_\_\_\_\_

Club / Organization Status for Academic Year 2013 - 2014: ☐ Active ☐ Inactive

Please list the approved program(s) and service(s) implemented by your chapter for  
FA 2013 – SP 2014 that was/were actually held by your club/organization.

☐ Check here if no program(s) or service(s) was/were provided for the academic year.

Name of Program / Service	Brief Description of the Program / Event	Date	Time	Location	Did you collaborate with another organization? If so, please identify the group(s).

Signature: \_\_\_\_\_ Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Campus Advisor \_\_\_\_\_ Date \_\_\_\_\_