**[Organization/Club Name]**

**Budget Presentation Outline**

**2017-2018**

**Please Note:** The Budget template is simply a guideline to help student groups through the budgeting process. It will be used by committee members in deciding how much to fund your final operating budget. It is best to be concise but provide sufficient detail/rationale so that a non-member of your group can easily understand what you seek to accomplish. The final product may vary greatly from group to group.

While not a guarantee, this document will better help you get the funding you need to accomplish your group’s goals for the coming year.

**I. Updated Mission Statement:**

**II. Current/Future Leadership:**

*President:*

*Vice-President:*

*Position:*

*Position:*

*Etc.*

Our elections occur in …

List future leadership if known

**III. Year in Review/Event Analysis:**

1. Event Name*:* *Brief* Description of event. Some potential questions to incorporate: Who attends, what purpose the event serves…

Approximate # of people:

1. *Repeat with any additional events*

**IV. Areas for improvement:**

Focus here on your broader strategic vision. What particular events or processes have room for improvement? What resources (monetary or otherwise) would be necessary to make those improvements?

* You may create a list here, rather than a narrative paragraph.

**V. Key changes from last year’s budget:**

The following changes are being made to our budget from total funded last year to total request for next year’s budget:

* *Subcode 7020:* Increase of $X for Item Y

*Brief explanation/rationale*

* *Subcode 7050: New Item,*

*Brief rationale*

* *Subcode 7060: etc.*

**VI. Anticipated Capital Requests**

* *Capital Item, Amount, Rationale*
* *Additional Capital requests*

**VII. Roster of Active Members**

Roster of Active Members if applicable (to be used by the office of Student Life)