All red text should be replaced with the specifics of your club. All fields are mandatory unless otherwise noted and a failure to fill any section may result in your request not being approved.

This form shall be completed and emailed to finance@allardlss.com **and** clubs@allardlss.com before September 15, 2016. **Late budget requests will not be considered.**

1. **Club Name** Club Name
2. **Contact Information**

President Name (email)

Treasurer Name (email)

Other Club Officers Name (email)

1. **Membership**

2016/2017 Number of members

2017/2018 Estimate of members

1. **Club Mandate**

In a few short sentences, describe what your club aims to do for the student body or for your members. You can elaborate in the description section.

1. **Club Description**

This is your chance to sell your club and show its value. Spend some time on this and address the five areas considered by the LSS Finance Committee in reviewing your application as outlined on page 5 of the LSS Club Orientation Package.

Here are some suggestions of topics to cover. These aren’t mandatory topics but they are factors taken into consideration by the ALSS Finance Committee when assessing funding requests.

* + Contribution to student body as a whole
	+ Contribution to members
	+ Contribution to UBC reputation
	+ Contribution to society
	+ Alumni participation
	+ Contact with firms and other sponsors
	+ Out of province reach
	+ Expected growth (membership/events/outreach)
	+ Club history
1. **Club Events**

Our club plans to host the following events with the following associated costs and expected attendances:

1. EXAMPLE: Clubs Day (Early September)

Our club will advertise at clubs day with the aim of recruiting new members (non-alcoholic)

Cost

|  |  |
| --- | --- |
| Poster board | $0.00 |
| Markers | $0.00 |
|  |  |
|  |  |
|  |  |

1. EXAMPLE: General Meeting (Mid September)

Executive members will be elected and the clubs agenda for the school year will be discussed. The expected attendance is our full membership. (non-alcoholic)

Cost

|  |  |
| --- | --- |
| Food | $0.00 |
| Drinks | $0.00 |

1. EXAMPLE: Crazy Awesome Christmas Party (Mid December)

All members and non-members will be invited to purchase tickets to attend a bar and enjoy in camaraderie and so forth. The expected attendance is 200 people. (alcoholic)

Cost

|  |  |
| --- | --- |
| Disposable Cups | $0.00 |
| Silly Hats | $0.00 |

1. **Expected Financial Summary**

Please refer to page 2 for acceptable expenses.

|  |  |
| --- | --- |
| Previous Year Funding |  |

**Revenue**

|  |  |
| --- | --- |
| Requested LSS Funding | $300.00 |
| Firm Sponsorship | $500.00 |
| Event 1 Revenue | $250.00 |
| Event 2 Revenue | $100.00 |
| T-shirt Sales | $250.00 |
| Etc. |  |
| **Total** | **$1400.00** |

**Expense**

|  |  |
| --- | --- |
| Event 1 | $700.00 |
| Event 2 | $400.00 |
| Office Supplies | $50.00 |
| Website | $50.00 |
| T-shirt costs | $200.00 |
| **Total** | **$1400.00** |

**List of Assets**

Clubs are expected to keep track of any assets the club has such as sporting equipment or banners or anything else.

|  |  |  |
| --- | --- | --- |
| Item 1 | Value | Expected year of replacement |
| Item 2 | Value | Expected year of replacement |
|  |  |  |

1. **Miscellaneous**

Here you might want to include reasons as to why you deserve more money than last year or why you spent less than expected last year. While this is not a necessary field, I strongly suggest you rationalize any **stark changes** in spending.

1. **Conclusion**

Conclude here.