**DIRECTIONS:** Please provide a detailed description of the use of proposed funds (where applicable). If one event has associated costs that span multiple categories, list each expense in its proper category. For the greatest opportunity to receive the amount of funding requested, do not list an event name and total cost in the Miscellaneous category. Instead, be sure to sort out all associated costs into appropriate categories. Please round all totals to the nearest whole dollar (no cents).

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| **EXAMPLE** |
| Organization A is hosting a major event called the Annual Summit in the Student Union. Expenses will include a paid speaker ($500), food ($800), A/V charges ($45), decorations ($75), Flyers ($40), and programs ($30). In addition, they will hand out promotional items at April Craze. |
| **\* CORRECT \*** |
| **Professional Services (717000): $ 500** * Guest speaker for Annual Summit - $500 (describe guest speaker)

**Supplies (730000): $ 75*** Decorations for Annual Summit - $75

**Travel (740000): $ 845*** Food for Annual Summit - $800
* A/V for Annual Summit - $45

**Info./Comm. (750000): $ 170** * Printing charges for flyers ($40) to promote the Annual Summit and programs ($30) to be distributed at the Annual Summit
* Promotional items for April Craze (pens, stickers, buttons) - $100
 |
| **\* INCORRECT \*** |
| **Miscellaneous (777000): $ 1490** for Annual Summit – Organization A will be hosting the Annual Summit, which will include a speaker and food.  |

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|  | **Amount Requested** |
| **Student Wages (616000):** | **$**  |
| *This section is only to be used by organizations for which paid positions have already been approved. Please enter the same amount your organization was awarded in wages this year.* |
| *Click here to enter description of expenses.* |
|  |  |
| **Professional Services (717000):** | **$**  |
| *Examples: Guest speakers, game officials, and rental fees for inflatables* |
| *Click here to enter description of expenses.* |
|  |  |
| **Supplies (730000):** | **$**  |
| *Examples: Office supplies, decorations, t-shirts, polos for officers* |
| *Click here to enter description of expenses.* |
|  |  |
| **Travel (740000):** | **$**  |
| *Examples: Food, Student Union A/V charges, conference registration fees, hotels, and car rental* |
| *Click here to enter description of expenses.* |
|  |  |
| **Info. / Comm. (750000):** | **$**  |
| *Examples: Promotional items, prizes/awards, printing, ads in The Guardian, and telephone line charges. This also includes institutional membership dues to be paid on behalf of the entire organization—SOBC does not pay dues for individual members.* |
| *Click here to enter description of expenses.* |
|  |  |
| **Maint. / Repairs (760000): *WWSU Radio Station ONLY*** | **$**  |
|  |  |
| *Click here to enter description of expenses.* |
|  |  |
| **Miscellaneous Expenses (777000): *Sport Club Council and GSA Only*** | **$**  |
| *This includes funds to be distributed to other on-campus entities, such as GSA grants and allocations to sport clubs.* |
| *Click here to enter description of expenses.* |
|  |  |
| **Expected Income (505250):**  | **$**  |
| *Examples: Fundraisers, membership dues, and ticket sales* |
| *Click here to enter description of expenses.* |
|  |