

AUW Event Budget Form

Dear Applicant,

*The AUW Event Budget Form is provided to assist student groups, faculty members, Houses, or clubs to request a budget for an event. Your proposed budget is not guaranteed. Please carefully read the **Common Questions** before completing the form.*

Sincerely,

The Office of Student Activities

Common Questions

What is the process for applying?

After the Office of Student Activities approves an event¹, applicants must return their completed Event Budget Form to the office. The Office of Student Activities will review and submit the approved forms to Finance to start coordinating the budget process. Applicants will receive a notice via email regarding their budget collection.

What circumstances would my budget request be denied?

Forms that are not submitted with at least seven days notice will be rejected. Under discretion of the Dean of Students, only applicants with extreme circumstances may be accepted with less than seven days notice. Also incomplete forms² will not be reviewed by the Office of Student Activities.

Will speaking with the Dean of Students or anyone in the higher authority help speed the process?

No. Such behavior is not encouraged here at AUW and may cause the application to be rejected for not following the appropriate protocol.

How long after the form submission can I receive the budget?

This depends on various factors: [1] The approval process [2] Availability of the amount requested

Who will collect the budget?

Only the Club President, Treasurer, and/or Faculty Advisor can collect the budget from the Office of Student Activities. He/she will be responsible for the budget as well as keeping record of the expenses and the original receipts. He/she will have to submit the expense summary and the remaining amount to OSA **within two days** of completion of the event.

¹ Students, Faculty members or clubs who want to organize an event must first submit the completed Event Proposal Form to the Office of Student Activities for approval

² Not having sufficient details and signatures of officials are considered incomplete

AUW Event Budget Form

Name of the Event			
Purpose of the Event			
Organizer	Club/House	Faculty/ Teachers	OSA
Date of Event			
Date of Budget Submission			
Logistical Requirements:	This is only for OSA information. All the logistical requirements will be handled by the respective clubs and/or faculty co-coordinator.		
Room Booking			
Other Resources			

Detailed Event Budget			
Name of Item	Quantity of Item	Unit price	Total Price
		Grand Total	
Total in Words			

Official Signature	Club President/House Captain 1	Club Treasurer/House Captain 2	(Faculty Advisor/Faculty/Teacher)
	Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

AUW Event Budget Form

To be completed by the Organizers (when receiving the budget)

Name: _____ AUW ID: _____ Amount Received: _____

Signature: _____ Date: _____

To be completed by the Organizers (when submitting the expense summary)

Name: _____ AUW ID: _____ Amount Returned: _____

Signature: _____ Date: _____

To be completed by AUW Staff

YES NO

The form has been turned in at least seven days prior to date money is needed.

Date Received: _____

The applicant has completed every section.

Student Activities Official Recommendation

Approved Denied (state reason below)

Signature: _____ Date: _____

Dean of Students Approval

Approved Denied (state reason below)

Signature: _____ Date: _____