

American University Club Sports Budget Request Form

Club: _____ Date: _____

Budget Request Amount: _____

Breakdown: (Please itemize each on the following pages)

Operating Expenses: _____

Competition Expenses: _____

Travel Expenses: _____

Equipment: _____

Total Expenses: _____

Dues: _____

Donations: _____

Corporate Support: _____

Fundraising: _____

Total Income: _____

Please attach all supporting documents and justifications to end of document. Use additional sheets if necessary.

Clubs do not write in box.

Date received: _____

Presentation Date: _____

Council Recommendation: _____

Allocated Amount: _____

Date Allocated: _____

American University Club Sports Budget Request Form

Club Operating Expenses - List expenses associated with the daily operation of the Club. What types of expenses do you expect to incur in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the Club?

Item

Cost

Total: _____

Competition Expenses - What does it cost to participate in these contests? League/Association dues, officials/judges costs and facility rental fees are some questions you should consider.

Item

Cost

Total: _____

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Dues - How many members do you expect? What amount of dues will the Club charge? Will this be a yearly charge or a charge per semester?

Dues Collected (Circle One): Semester Annual

Number of Members: _____

Amount of Dues: _____

Total Dues Collected: _____

Donations - List all expected donations both corporate and private.

Company	Amount

Total: _____	

Corporate Support - List all potential corporate support, including cash donations, equipment or discounts the Club expects to solicit next year.

Company	Type	Amount

Total: _____		

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Fundraising - List all potential fundraisers and expected income.

Fundraiser

Income

Total: _____