

# UNT Sport Clubs 18-19 Budget Request Form

**Sport Club:** \_\_\_\_\_

**Due:** Wednesday, September 6, 2018 (Late submissions will not be accepted)

**Budget Presentations:** Sunday, September 16 and Monday, September 17

*If your club is satisfied with the amount you received from the point system, you do not need to submit a budget request. Please email [annie.thompson@unt.edu](mailto:annie.thompson@unt.edu) by the due date that the club is not submitting a request to receive points.*

**How to Use This Form**

Review your clubs entire budget breakdown and prioritize your request by category/item. Prioritize the items from most important (1) to less important (up to 14). Items should describe the specific category and include quantity and occurrence. Items may be grouped together (ex: trips, multiple games for officials). Playoff & national competition trips should be listed out separately.

**Categories may include:** Travel (Entry fee, Mileage/Gas, Lodging), Facility Rental, League Fee, Officials, Equipment (no personal/individual equipment or uniforms/apparel items)

**How the Sport Club Executive Board Will Use This Form**

The Sport Club Executive Board will review these priorities for allocation and take the following into consideration but not limited to: Point System standing, overall operating costs, and cost per club member.

Each club will have 2 minutes to explain its request, provide additional information regarding budget expenses and estimated income (it is encouraged to provide a copy of the club budget during the presentation), and clarify any items during its scheduled budget hearing before the Sport Club Allocations Committee during the allocation process.

**Club Funding Priorities**

Priority	Category	Item	Total Amount	Running Total
1	_____	_____	_____	
2	_____	_____	_____	
3	_____	_____	_____	
4	_____	_____	_____	
5	_____	_____	_____	
6	_____	_____	_____	
7	_____	_____	_____	
8	_____	_____	_____	
9	_____	_____	_____	
10	_____	_____	_____	
11	_____	_____	_____	
12	_____	_____	_____	
13	_____	_____	_____	
14	_____	_____	_____	