

DSC Budget Committee Spring Budgeting Packet

2016-2017 Academic Year (FY17)

If you have any questions about the budgeting form or process at any time, please contact the DSC Budget Chair, Fatmah Worfeley, fatmah.worfeley@pcc.edu

Budget requests must be submitted via email to Fatmah Worfeley by FRIDAY, APRIL 17th at 5pm

Items needed for submission:

- 1 copy of your DSC budgeting form - cove
 - Excel file emailed to fatmah.worfeley@pcc.edu
- *cover letter optional

The DSC Spring Budgeting session is a time when our student groups and agencies are able to request funding for an operating budget to be used the following year. Operating budgets often include funding for printing, supplies, advertising and entertainment, as well as other items. PLEASE NOTE: ALL FUNDING REQUESTS MUST: Must be a currently organized student group; Must have an adviser that is a professional; and Must be sustainable.

After submitting a budget proposal, a member or members of your organization must present your request to the DSC Budget Committee. During this time, you can introduce your group to DSC Budget Committee members, outline your request, and let the DSC Budget Committee know where your funding priorities are for the following year.

Items to be aware of:

- Please only fill in items marked in light blue, as illustrated below.
- Please do not alter cells in any way, other than to be sure that your text is visible to the reader. Please do not delete cells or hide cells prior to submitting your budget.
- When printing your budget, please print both the "group basics" and the "budget information" tab. It is not necessary to print the "instructions" tab.
- If you are a service providing organization, rather than a membership based organization please discuss the number of students you serve etc. in the "descriptions of aims and goals" section, and leave the membership section blank.
- Each of the line items provide a title description of what should be placed in that line. If you are unsure of what the titles are asking for, please contact your campus Student Leadership Coordinator.
- Next to each line of funding requested, please detail what those funds would be used for. See example below:

Line Item Code	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
62204	Educational/Training Supplies	\$70.00			Purchase of 50 avalanche safety pamphlets, 50 CPR how-to manuals, and 50 first aid manuals.

- Please take the time to research the costs of what you are hoping for, such as what printing may cost at a few locations and then select the best one for your group and use that price to request the amount of money you will be needing. Or, if you are asking for newspaper advertising, find out how much it is per column inch and request the appropriate amount rather than making a guess at what you might need. The more specific you are with your requests, the better the DSC Budget Committee will be able to evaluate them and give your group an adequate budget allocation.

DSC Spring Budgeting Packet

2016-2017 Academic Year

Please fill out your requests for the specific line items in the "Requested Amount" column. Fill out boxes marked in blue only and do not edit the form in any way. Please include a justification for each line asked for in the budget, clarifying what the funds would be used for specifically. All subtotals and totals will total automatically.

Contracted Services

	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
	Professional Contracted Services (guest speakers, consultants, etc)				
Subtotal of Contracted Services		\$0.00	\$0.00	\$0.00	

Supplies and Materials

	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
	Educational/Training Supplies				
	Equipment				
	Printing (posters, meeting agendas, etc.)				
	Books				
	Office Supplies				
Subtotal of Supplies and Materials		\$0.00	\$0.00	\$0.00	

Communications

	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
	Postage and Mailing				
	Advertising				
Subtotal of Communications		\$0.00	\$0.00	\$0.00	

Travel					
	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
	Rental Car Travel				
	Commercial Travel (bus, airplane)				
	In-State Other- Lodging and Fees				
	Out-of-State - Lodging and Fee				
Subtotal of Travel		\$0.00	\$0.00	\$0.00	

Other Expenses					
	Line Item Title	Requested Amount	DSC Budget Committee Executive Recommendation	DSC Approved	Justification
	Dues				

	Subscriptions				
	Educational Training Fees				
	Entertainment (Food & Beverages)				
Subtotal of Other Expenses		\$0.00	\$0.00	\$0.00	

Total Requested Amount	DSC Budget Committee Executive Recommendation	Total DSC Approved
\$0.00	\$0.00	\$0.00

DSC Spring Budgeting Packet

2015-2016 Academic Year

Student Group Name		Membership	
		<i>Active Members (attend 80%+ of official activities)</i>	
Name of person(s) preparing the request		<i>Medium-Active Members (attend 50%+ of official activities)</i>	
<i>Contact email</i>		<i>Minimally-Active Members (attend less than 50% of official activities)</i>	
<i>Contact phone number</i>		TOTAL MEMBERSHIP	0

Brief description of student group aims and goals	Please describe your student group, what you do, and what you bring to the Portland Community College in the form of programming, support, values, etc.
--	---

Highlighted Events	Please inform us of any notable events that your group sponsors or participates in
---------------------------	--

How will you measure your goals listed above?	Discuss how you will achieve and measure your goals (ex: amount of student reached, or involved with the program. The difference you'd like to see that would affect students.
---	--

Budgeting Highlights	
<i>*These fields will automatically populate from your budget in the 'Budget Information' tab.</i>	
Contracted Services	
Supplies and Materials	
Communications	
Travel	
Rentals	
Repair and Maintenance	
Other Expenses	
Total Budget:	
Fundraising or other revenue	
<i>In the following section, please describe the sources of funding that your organization has that are not DSC/PCC allocations and estimate your anticipated revenue. This includes fundraisers, ticket revenue, services revenue, dues, etc.</i>	
Sources	Estimated Revenue

<i>Source 1</i>	\$0.00
<i>Source 2</i>	\$0.00
<i>Source 3</i>	\$0.00
<i>Source 4</i>	\$0.00
<i>Source 5</i>	\$0.00
<i>Source 6</i>	\$0.00
Total of Non-PCC Revenue:	\$0.00
<i>Total Budget Allocation Requested from the DSC</i>	