FLORIDA ATLANTIC UNIVERSITY
STUDENT GOVERNMENT
BOCA RATON COUNCIL OF STUDENT ORGANIZATIONS (COSO)

2010-2011 BUDGET PACKET

Club/Organization Name: ____________________________________________

COSO Council (circle one):  Academic  Sports  Multicultural  Greek  Special Interest  Graduate

Please review the following before completing your budget packet:

✓ Florida Atlantic University’s Student Government agency, COSO (Council of Student Organizations) allocates funding to registered club and organizations every year. These funds come directly from FAU’s Student’s Activity and Services fees. All groups interested in requesting funds must completely fill out the attached forms. Incomplete forms will not be reviewed.

✓ The COSO Board is made up of 7 students which includes one Director and six Council Chairs. The COSO Board will begin reviewing budgets during scheduled budget hearing meetings to which you will be invited and have the opportunity to speak on behalf of your organization’s submission. After holding budget hearings for all submissions, the COSO Board will vote to approve, deny, or amend requests. All clubs and organizations will be notified of their allocated funds before the end of the spring semester via FAU contact email listed on Budget Form A.

✓ Please attach any supplemental information regarding your funding request to this packet. Keep in mind the more information you provide, the better the Board’s ability to make an appropriate decision.

✓ All funds are contingent on the policies described in the Chapter 200 statutes within the Florida Atlantic University Student Government Constitution, which can be found at www.fau.edu/sga.

All budgets are due in Student Union Room 206 (CLUBHOUSE) by Friday November 13, 2009, no later than 5pm

Need help or advice? Attend a COSO Budget Information Session:


For Official Use Only

Completed Budget Request Form A  □  Completed Budget Request Form C  □

Completed Budget Request Form B1 and B2  □  Completed Budget Request Form D  □

By signing this sheet I verify that upon receipt of this packet all required budget information is complete and ready to be reviewed by COSO.

Date: __________________

COSO Officer Name: __________________________  COSO Officer Signature: __________________________
Budget Form A
Club/Organization Information

Briefly describe the purpose of your organization:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Allocated 2009-2010</td>
<td>$</td>
</tr>
<tr>
<td>Total Amount Fundraised 2009 – 2010</td>
<td>$</td>
</tr>
<tr>
<td>Actual Expenditures to date 2009-2010</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Amount Requested 2010-2011:

<table>
<thead>
<tr>
<th>Budget Request submitted by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Position</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Advisor’s Name:

Faculty Advisor’s Signature:

PLEASE NOTE: The organization’s Faculty Advisor must sign this form signifying his or her approval of the completed budget. If this form is not signed, COSO will not consider this budget for approval.
# Budget Form B
## Major Event Expense Request (attach as many as needed)

Complete this form for every major event your organization plans to have for 2010-2011. In order of priority, list 2 events per page and attach more pages for more events.

<table>
<thead>
<tr>
<th>Activity/Event Title:</th>
<th>Exp. Attendance:</th>
<th>Exp. Date:</th>
</tr>
</thead>
</table>

Describe Activity/Event:

How does this event/activity fit the mission statement of your club/organization?

How will this event/activity benefit the FAU Community?

## Itemized/Detailed Cost Breakdown for the Event/Activity
(please be as specific as possible, other pertinent information may be attached separately if necessary):

**Total Requested: $**  
**COSO USE ONLY Total Allocated: $**

<table>
<thead>
<tr>
<th>Activity/Event Title:</th>
<th>Exp. Attendance:</th>
<th>Exp. Date:</th>
</tr>
</thead>
</table>

Describe Activity/Event:

How does this event/activity fit the mission statement of your club/organization?

How will this event/activity benefit the FAU Community?

## Itemized/Detailed Cost Breakdown for the Event/Activity
(please be as specific as possible, other pertinent information may be attached separately if necessary):

**Total Requested: $**  
**COSO USE ONLY Total Allocated: $**
Budget Form B2
General/ Misc. Expense Request (attach as many as needed)

In order of priority, complete for all general/miscellaneous expenses your organization would like to request for 2010-2011.

Itemized/Detailed Cost Breakdown of General Expenses (please be as specific as possible, other pertinent information may be attached separately if necessary)

Total Requested: $

COSO USE ONLY Total Allocated: $
Budget Form C

Planned Fundraising Activity & Anticipated Revenue 2010-2011

Describe your organization’s planned fundraising activities & anticipated revenue for 2010-2011 (if your organization collects dues please list them here):

Total Anticipated Revenue: $

Travel Expense Request 2010-2011

*Approval of travel request is contingent upon Student Affairs Travel Policy which currently bans COSO funding for all travel except for day trips and campus to campus travel.

<table>
<thead>
<tr>
<th>Travel Location:</th>
<th>Exp. Attendance:</th>
<th>Exp. Date:</th>
</tr>
</thead>
</table>

Purpose of Travel:

How does this travel request fit the mission statement of your club/organization?

Itemized/Detailed Cost Breakdown for Travel Expenses (please be as specific as possible, other pertinent information may be attached separately if necessary):

Total Requested: $  

COSO USE ONLY Total Allocated: $
Budget Form D  
Club/Organization Annual Report 2009-2010

List all meetings held during Summer and Fall 2009 (attach any supporting documents such as sign-in sheets, agendas, etc):

List all events held during Summer and Fall 2009 (attach any supporting documents such as sign-in sheets, agendas, etc):

List all fundraising activities held during Summer and Fall 2009:

List all events, activities, or fundraising your organization has planned for the remainder of 2009-2010:

Please submit this packet at the Clubhouse in the Student Union 206 by November 13, 2009 no later than 5PM