



**Student Government Association
(CLUB Sample- Paper Mache' Club)
Budget Request Justification**

Club Description

The purpose of this club is to bring students together who enjoy making paper mâché crafts and have an interest in learning the skills. This club offers the opportunity to share knowledge, skills, and tools on a larger scale.

Supplies and Equipment

Supplies- Materials such as markers, tape, boarders, pens, poster board, etc. to create a trifold for events such as the SIS Fair and other on campus opportunities to share information about our club (Estimated cost: \$30.00). The club also needs supplies of paper, glue, scissors, forms, buckets, paint brushes, paint and other supplies to support learning the art of paper mâché (Estimated cost: \$75.00).

T-shirts- The club would like to purchase club T-shirts. There are currently 8 members at the shirt allocation of \$5 per member. These shirts would be used for representation at events. (Estimated cost: \$40.00)

Equipment- The equipment needed includes a portable drying box to hold items during the paper mâché drying process. (Estimated cost: \$25.00)

TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT- \$170.00

Advertising

Advertising- Advertising allows us to make others on campus aware of our club, especially because membership has been our focus recently. Our advertising includes flyers and signs around campus, in buildings, etc. (Estimated cost: \$25.00).

TOTAL REQUEST FOR ADVERTISING- \$25.00

Contracted Labor

Contracted Labor- We would like to bring in a guest instructor to share new techniques and other ways to expand the art of paper mâché. The instructors would instruct for a minimum of 3 hours per session. We would like to have one guest instructor per semester. (Estimated Cost: \$100.00)

TOTAL REQUEST FOR CONTRACTED LABOR- \$100.00

Special Events

Special Events- Participate in the Day of Civility Celebration held in the Quad each semester. We would have a information table and live presentation of making paper mâché. We would purchase candy to hand out on an information card about our club. (Estimated cost: \$25.00)

TOTAL REQUEST FOR SPECIAL EVENTS- \$15.00

TOTAL OVERALL REQUEST- \$310.00



**Student Government Association
(ORGANIZATION Sample- The Plant Org)
Budget Request Justification**

Organization Description

The purpose of this organization is to help students, staff and faculty understand the benefits of sustainability within our environment by teaching and providing a hands-on experience to grow a variety of vegetable and flower plants. This organization hopes to give back to the local community through donations from our planting.

Supplies and Equipment

Supplies- seeds, hand tools, materials (wood, metal), feed, gloves, soil amendments, soil testing, containers/bins/bags, greenhouse supplies. (Estimated cost: \$300)

T-shirts- Estimated 20 active members @ \$5.00 per shirt per active member. Allocation of \$5.00 per shirt. (Estimated cost: \$100)

TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT- \$400.00

Movies & Films

Movies & Films- the cost of film on an environmental topic regarding planting and plants benefits to air quality. We will show a movie with public performance/viewing rights. (Estimated cost: \$400)

TOTAL REQUEST FOR MOVIE & FILMS- \$200.00

Food

Food- Food for film night to include drinks and light snacks. (Estimated Cost: \$50)

TOTAL REQUEST FOR FOOD- \$50.00

Special Events

Special Events- Fall Festival participation in the quad at SU. We will have a planting station for students to choose a plant and take with them. (Estimated cost \$400)

TOTAL REQUEST FOR SPECIAL EVENTS- \$300.00

Programming

Programming- Event name: 2025 Spring Children's Day Fair; Goal/Purpose: Participate in campus wide event that invites community members and provide information and knowledge on plant growing and benefits; Supplies for the event includes: seeds and soil (Estimated cost: \$75.00) and containers (Estimated cost: \$75.00)

TOTAL REQUEST FOR PROGRAMMING- \$150

TOTAL OVERALL REQUEST- \$1,100.00