



**Schoolcraft College - Student Activities Office  
Budget Request Form**

Club or Organization: \_\_\_\_\_

Event or Project: \_\_\_\_\_

Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost for Event/Project: \_\_\_\_\_ Amount Requested from Student Activities \_\_\_\_\_

Estimated expenses:  
Supplies \_\_\_\_\_  
Food \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Facility/Media \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Other sources of income for event:  
Donations: \_\_\_\_\_  
Dues: \_\_\_\_\_  
Fundraisers: \_\_\_\_\_  
Ticket Sales \_\_\_\_\_  
Advertising: \_\_\_\_\_  
Other (specify): \_\_\_\_\_

Information submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
Date Reviewed: \_\_\_\_\_  
Budget Amount Approved: \_\_\_\_\_  
Signature: \_\_\_\_\_