

CREATING A BUDGET



Sun Devil Suggestions

Seven Steps :

1. Budget Development
 - Where is your budget coming from?
 - Will you need to fundraise?
 - How will you raise the necessary funds?
2. Budget Delegation
 - Who is in charge of your budget?
3. Assess Financial Need
 - What programs/activities are you planning?
 - How much do you expect it will cost based on your research?
4. Determine Item Funding
 - What items will need to be purchased to successfully complete your program/activity goals?
 - How much will each item cost?
5. Allocate Funds Appropriately
 - Based on your anticipated budget, do you have enough money to cover all of your expected costs?
6. Stay within Budgetary Constraints
 - Remember that there are always unforeseen costs involved in programming and it is wise to allocate some funds for these unanticipated expenditures.
 - Do you need to reevaluate your anticipated budget and/or eliminate or realign assets to stay within your budgetary constraints?
7. Keep Track of Expenditures and Budget
 - Make sure to document all expenditures and financial transactions to ensure that you are within your budgetary limitations.
 - Make sure that you retain all receipts

Resources

ASASU Funding

- To receive funds from ASASU you must complete the request for funds form at the ASASU Business office located on the 3rd floor of the Memorial Union.
- All forms, deadlines, and information is available at:
 - 3rd floor of the MU
 - call (480)965-3161
 - www.asu.edu/asasu

Concessions

- There are opportunities for non-profit groups to staff concession stands and earn a percentage of the profits. Events include: Cardinals football, ASU football, basketball, and baseball, and Gammage.
- Contact (480) 965-6820

Campus Environment Team

- The CET offers a competitive grant program and sponsored project support to address the theme of communication, cooperation, and collaboration.
- www.asu.edu/president/cet

Vendors on the Mall

Student organizations can sponsor vendors on the ASU mall near the MU, for \$75 per day. Each club can sponsor up to nine days per semester, for a total of \$675. More info is at www.asu.edu/clubs

And remember... Collaborate!!!

By collaborating with other groups on campus you will create partnerships, and be able to share and possibly pool resources for a more successful event. The Cultural Diversity Committee (CDC) and Student Coalitions are part of the Multicultural Student Center and may have sponsorship and collaborative options for your group.