

FGCU Sport Clubs Budget Application Instructions

The Budget Application is **due via EagleLink before the specified due date**. Budget hearings will take place over the following two weeks with the Sport Clubs Council Executive Board, with hearings being headed by the Treasurer.

The below instructions will walk you through the budget application (an excel document) section by section. If you have questions *after reading these steps*, please feel free to stop by the Sport Clubs Office for assistance.

What to Expect at a Budget Hearing

On the day of your team's budget hearing, you should be prepared to give a 5-10 minute overview of your budget, as well as answer questions about items requested in your club's application. In total, the hearing will last approximately 15 minutes. The Budgeting Committee will be looking at the following during budget hearings:

- Punctuality – be on time
- Professionalism – business casual at minimum please
- Knowledge – be able to explain what you asked for in your budget application
- Supporting Documentation – ***bring all invoices, quotes, and proof for each line item you are requesting***

Other items that the committee will take into consideration when reviewing budgets may include:

- Current standing in SCORE System
- Number of active club participants
- Past spending trends & ability to retain equipment

Helpful Terms

Annual Funding Application: the excel document that your club fills out to request funding from the Sport Clubs Office.

Fiscal Year (FY): used to describe what budget season we are in...

FY19 refers to July 1, 2018-June 30, 2019

FY20 refers to July 1, 2019-June 30, 2020

Fundraising: Any method used to bring money into your club including event profits, donations, sponsorships, team travel fees, etc.

Budget Hearings: where teams will have a chance to explain their budget to the SCC.

Sport Clubs Council: a student led governing board for all Registered Sport Clubs, consisting of 5-6 student leaders elected by the Sport Clubs Council each April.

2019-2020 Expenses

The Projected Annual Funding Application should be used to request funding for items through the University, as permitted and described below. Your team should only request funding for items necessary to the function of your team; do not “fluff” your budget. Doing so only increases the workload for the Budgeting Committee and decreases the likelihood that they will be able to determine what is actually needed by your team.

Club Information

Fill out the information about your club and club leadership located at the top of each page. The contact information provided should be for the person(s) presenting your club budget to the Budgetary Committee.

Page 1 – General Budget

Semester Needed

Indicate what semester you expect to use the funds requested in a given row - Fall 2019, Spring 20120 or Summer 2020.

Name of product, tournament, vendor, etc.

In this column, input a brief description of the item your club is requesting. Also include any quantity or item pricing that will assist the Committee in understanding the amount requested.

Example:

Vendor Column -	National Sport Club League (annual dues & entries to 2 events @ \$100)
Entry Fee Column -	\$200
League Dues Column -	\$1000
Total Cost -	\$1200

Entry Fees

List any costs associated with being permitted to compete in an event. This is typically paid to a league and/or host club.

League Dues/ Association Fees

These are any fees or dues for divisions, conferences, leagues or associations that your club is a member of. List the total amount required to register the team for the upcoming fiscal year.

Team Equipment

In this column, list prices for equipment your club requires for the upcoming year. This may include, but is not limited to, uniforms, and safety items required to play your sport.

Facility Rentals

This column is for requesting funding for any facility rentals you need for practices, competitions, or any other events. Facilities may be indoor or outdoor, and must be located in the Fort Myers area.

Coach/Instructor/Officials

The University is not able to pay for coach, instructor, or individual official/referee stipends. Clubs must raise the funds for this line item on their own.

Page 2 – Travel Budget

Semester Needed

Indicate what semester you expect to use the funds requested in a given row - Fall 2019, Spring 2020 or Summer 2020.

Name of Trip, Event Location, # of Travelers

List the game, tournament, etc. that you plan to attend for your trip, as well as the location and # of people expected to travel.

Hotel, Vehicle Rental, Fuel, Airfare

In these columns, please **list the total for each item** - do not list the cost per day/room/car. This will ensure that the total cost listed in the far right column is your total request for your trip.

- Hotels and vehicle rentals will be reviewed based on average market price.
- Fuel costs are only available by reimbursement after returning from a trip.
- Preference will be given to airfare requests that are for Regional or National Championships outside of the southeast region.

If any of the columns are not needed by your club, simply leave them blank.

Example of Completed Budget – Can be found on the Sport Clubs website:

https://www.fgcu.edu/studentlife/campusrec/sportclubs/files/financial_forms/EXAMPLE_Projecte_d_Annual_Funding_Application.pdf