

School Club Budget Request Form

Club Information

Club Name:

Advisor Name:

Club Contact Person:

Contact Email:

Budget Period (Semester/Year):

Itemized Expenses

#	Expense Description	Quantity	Cost per Item (\$)	Total Cost (\$)
1	Supplies (paper, markers, etc.)	20	2.00	40.00
2	Snacks for Meetings	10	5.00	50.00
3	Event Decorations	1	35.00	35.00
4	Guest Speaker Honorarium	1	75.00	75.00
5	Promotional Flyers	100	0.10	10.00
Total Requested Budget (\$)				210.00

Additional Notes

Provide any additional information or justification for your budget request.

[Submit Request](#)