



Associated Students of Warner Pacific College (ASWPC)

Budget Request Packet

Please familiarize yourself with following details regarding budget request procedures before you complete your application:

- ★ ASWPC budget funds come from the student body fee designed to assist need-based projects and events that provide an educational and developmental opportunity to Warner Pacific students.
- ★ This fund is delegated each semester and is available to any Registered Multicultural Student Organization and Club. There is a limited amount of money available, so not all requests will be granted and not all requests will be fully funded.
- ★ Due to its nature, it is important that the projects be of maximum benefit to the student body.
- ★ Budget Requests must be turned in (Insert Due Date Here) to be considered for the following week's meeting. Packets may be submitted electronically to (Insert Person)
- ★ Following your application, we may ask you to meet to clarify any questions. You should be able to answer questions regarding your request. The Meetings are held on (Insert Meeting Time) in the student government office. ASWPC reserves the right to investigate the funding request further or delegate the request to the Office of Student Affairs.
- ★ You will then be contacted by the ASWPC Operations Manager regarding your monetary budget.
- ★ After the allocated funds have been spent, it is the responsibility of the student organization or club to submit all receipts, invoices, and proofs of purchases to Eli Ritchie. If justification of expenditures is not provided, the student group will be held responsible and will not receive any reimbursements. ASWPC
- ★ Approved funds must be used only for the specific activity/event. Funds may be transferred to other categories upon request and submitting a budget transfer form. If the funds don't match up with your requested budget, then you will not be able to be reimbursed.



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Official Student Group Name: _____

Name of Student Contact: _____

Phone of Student Contact: _____

Email of Student Contact: _____

Faculty Advisor Name & Signature: _____

Reason for Application: _____

Number of Years Active: _____

Number of Current Members: _____

Number of Active Members Involved in Project: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____



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Please describe the nature of your organization's purpose, mission, and activities:

What does your group hope to gain through each project/activity (list each):

Please address how each of these project/events will benefit the Warner Pacific campus community:



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Total Amount Requested:

Equipment	\$
Service Projects	\$
Field Trips	\$
Events	\$
Supplies	\$
Printing	\$
Other	\$

Equipment:

- 1. Cost:
- 2. Cost:
- 3. Cost:
- 4. Cost:
- 5. Cost:

Supplies

- 1. Cost:
- 2. Cost:
- 3. Cost:
- 4. Cost:
- 5. Cost:

Printing

- 1. Cost:
- 2. Cost:
- 3. Cost:
- 4. Cost:
- 5. Cost:



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Event Name: _____ Event Location: _____

\$ _____ per person X _____ Persons = Cost:

Supplies Needed For Event:

Event Name: _____ Event Location: _____

\$ _____ per person X _____ Persons = Cost:

Supplies Needed For Event:

Event Name: _____ Event Location: _____

\$ _____ per person X _____ Persons = Cost:

Supplies Needed For Event:

Event Name: _____ Event Location: _____

\$ _____ per person X _____ Persons = Cost:

Supplies Needed For Event:

Field Trips:

\$ _____ per ticket X _____ tickets = Cost:

Rental Van Mileage: _____

Field Trips:

\$ _____ per ticket X _____ tickets = Cost:

Rental Van Mileage: _____



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Reminder: ASWPC requests that you submit the report below detailing how the money was used from any large scale event. Please attach to this form ALL invoices and receipts from your event and submit it to Eli Ritchie.

1. Please describe some of the planning and pre-event work your club/organization did:

2. Please describe the actual event or activity:

3. How did the event benefit the student body?

4. How would you rate the overall success and why?