SBA Budget Request Form

Section 1: Required information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dues/ Fundraisings:</td>
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<tr>
<td>Number of Members in organization:</td>
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<table>
<thead>
<tr>
<th>President:</th>
<th>Phone:</th>
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<tr>
<td>Email:</td>
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<table>
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<tr>
<th>Treasurer:</th>
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<th>Phone:</th>
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Section 2: Required Organization Meeting Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
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Section 3: General Reminder of Common Mistakes

1. Conference/competition Fees for up to 4 members will be considered

2. Travel and Lodging for up to 4 members. SBA funds only 50% or $850, whichever is less, of expense so make sure to halve your itemized request

3. Request $75 or less for non-essential food
   Pizza is $8.00 per pizza

4. A letter of intent from a speaker, deejay, clinician MUST accompany the project request.

5. Spring Funding February 2 – May 30

Total Requested:

<table>
<thead>
<tr>
<th>Project Type</th>
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Section 4 Required Grand Total Requested

*Complete after you itemize project requests.*

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*My Signature above affirms that I have completely read and understand the budget criteria and that the itemized request Herein are accurate to the best of my knowledge*
Section 5: REQUIRED information

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Only one event per priority event

Section 6: Optional Justification/Explanation (please circle or bold one)

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- Community Service
- Student Performance or Performance
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Project Grand Total

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<td>R 3 Reasons/Notes</td>
<td>R3 Cut</td>
<td>R3 Alloc.</td>
</tr>
<tr>
<td>Appeals Hearing Notes:</td>
<td>Ap Rq</td>
<td>Ap. Alloc</td>
</tr>
</tbody>
</table>

**SBA Grand Total for This Project:**