

# UNIVERSITY of HOUSTON

## CAMPUS RECREATION

### Sport Clubs Program Budget Request

Complete the following worksheet for the 2018-2019 year. After completing the detailed worksheets, transfer the totals to the appropriate lines on the summary sheet, as indicated by the instructions below each subsection total.

Club: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### CLUB EXPENDITURES

#### Equipment (i.e. field paint, balls, cones, scoreboards, etc. EXCLUDES uniforms, rental cars, etc.)

Description	Purpose	Anticipated Cost
		\$ 1a
		\$ 1b
		\$ 1c

Total = (1a+1b+1c...) \$ \_\_\_\_\_  
Enter on line 1

#### Registration & Entrance fees

Trip #	1	2	3	4
Location				
Entrance Fee	\$ 2a	\$ 2b	\$ 2c	\$ 2d
Trip #	5	6	7	8
Location				
Entrance Fee	\$ 2e	\$ 2f	\$ 2g	\$ 2h

Total = (2a+2b+2c...) \$ \_\_\_\_\_  
Enter on line 2

**League Membership Dues (If Applicable)**

Total TEAM league dues: \$ \_\_\_\_\_ 3a

Name of League: \_\_\_\_\_ \$ \_\_\_\_\_ 3b

Name of League: \_\_\_\_\_ \$ \_\_\_\_\_ 3c

\$ \_\_\_\_\_

*Total = 3a*

Enter on line 3

**Facility Charges (If Applicable)**

(i.e. practice, home competition venues, etc.)

Facility	Purpose	Anticipated Cost
		\$ 4a
		\$ 4b
		\$ 4c
		\$ 4d

*Total = (4a+4b+4c+4d)* \$ \_\_\_\_\_

Enter on line 4

**Uniforms**

(i.e. jerseys, shirts, socks, shorts, etc.)

Description	Purpose	Anticipated Cost
		\$ 5a
		\$ 5b
		\$ 5c
		\$ 5d

*Total = (5a+5b+5c...)* \$ \_\_\_\_\_

Enter on line 5

**Medical Supplies**

Description	Purpose	Anticipated Cost
		\$ 6a
		\$ 6b
		\$ 6c
		\$ 6d

*Total = (6a+6b+6c...)* \$ \_\_\_\_\_

Enter on line 6

### Home Game Expenses

Game #	1	2	3	4	Subtotal:		
Venue	\$	\$	\$	\$	Venue	\$	7a
Officials	\$	\$	\$	\$	Officials	\$	8a
Other	\$	\$	\$	\$	Other	\$	9a

Game #	5	6	7	8	Subtotal:		
Venue	\$	\$	\$	\$	Venue	\$	7b
Officials	\$	\$	\$	\$	Officials	\$	8b
Other	\$	\$	\$	\$	Other	\$	9b

Total venue = (7a+7b) \$ \_\_\_\_\_  
Enter on line 7

Total Officials= (8a+8b) \$ \_\_\_\_\_  
Enter on line 8

Total other services= (9a+9b) \$ \_\_\_\_\_  
Enter on line 9

### Hotel Fees

Trip #	1	2	3	4
Location				
Fee	\$ _____ 10a	\$ _____ 10b	\$ _____ 10c	\$ _____ 10d

  

Trip #	5	6	7	8
Location				
Fee	\$ _____ 10e	\$ _____ 10f	\$ _____ 10g	\$ _____ 10h

Total = (10a+10b+10c...) \$ \_\_\_\_\_  
Enter on line 10

## CLUB INCOME

### Membership Dues

Membership dues per participant: \$ \_\_\_\_\_ 11a

Total anticipated participants: \$ \_\_\_\_\_ 11b

Membership dues to be paid in our office by the following date: \_\_\_\_\_

Total = (11aX11b) \$ \_\_\_\_\_  
Enter on line 11

### Entry Fees (Hosted Events)

Total games or tournaments: \_\_\_\_\_ 12a

# of teams anticipated / event: \_\_\_\_\_ 12b

Entry fee / team / event: \$ \_\_\_\_\_ 12c

Total = (12aX12bX12c) \$ \_\_\_\_\_  
Enter on line 12

**Other Income**

(Do not include any gift amounts.)

Total anticipated fundraising: \$ \_\_\_\_\_ 13a

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total anticipated donations: \$ \_\_\_\_\_ 13b

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources of income not listed: \$ \_\_\_\_\_ 13c

*Please specify sources of income not listed.*

Total = (13a+13b+13c) \$ \_\_\_\_\_  
Enter on line 13

**DETAILED EXPLANATIONS**

Please explain the rationale for your requested funding amount.

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Please explain your anticipated fundraising efforts in detail.

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Please detail the amount each club member will be required to pay.  
(This includes dues, out of pocket expenses, equipment, uniforms, etc.)

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## CLUB EXPENDITURES

Equipment	1	\$ _____	Medical	6	\$ _____
Registration & Entrance	2	\$ _____	Home Games	7	\$ _____
League Membership Dues	3	\$ _____	Officials	8	\$ _____
Facility Charges	4	\$ _____	Others	9	\$ _____
Uniforms	5	\$ _____	Vechical Rentals	10	\$ _____

**TOTAL EXPENDITURES**      14      \$ \_\_\_\_\_  
*Total = (Sum of Lines 1 thru 10)*

## CLUB INCOME

Member Dues	11	\$ _____
Entry Fees	12	\$ _____
Other Income	13	\$ _____

**TOTAL INCOME**      15      \$ \_\_\_\_\_  
*Total = (Sum of Lines 11 thru 13)*

## FUNDING REQUEST BALANCE CHECK

**Lines 15 & 16 MUST be equal in order for your funding request to balance.**

**BALANCE**      16      \$ \_\_\_\_\_  
*Balance = (Line 14-Line 15)*











