



DO'S & DO NOT'S OF BUDGETING

DO

- Itemize as much as possible!
- Include descriptions of events and associated costs
 - Tell us if you've done the event in the past, and how it went.
- Link events to your mission statement
- Hold elections *before* creating a budget, and **get new leadership involved**
- Research all costs to make sure they are accurate.
- Work together with the whole club leadership to create your budget.
- Email, text, or call me if you have any questions at all. I promise I won't think it's weird.
- Find storage space on campus for club supplies
- Budget money for advertizing
- Think about where events will take place, and what equipment you'll need

DO NOT

- Turn things in late!
- Ask for more than \$150 for barbecues, or more than \$100 for socials involving food
- Request money to donate to other clubs events
- Request more money than you need.
- Try to show a movie for the price of the DVD. To screen a movie, you need to buy the rights.
- Have the same kinds of events over and over.
- Find one person in your club to write the budget, and just trust that they'll do a good job.
- Buy things for club members to keep