

**Budget Plan \_\_\_\_\\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revenue(s) |  |  |  |  |
|  |  |  |  |  |
| Funds left from previous academic year (if applicable) |   |  |  |
| Membership fees |   |  |  |
| Fundraising |  |   |  |  |
| Sponsorship |  |   |  |  |
| Donations |  |   |  |  |
| Event revenue |  |   |  |  |
|  [additional entries as needed] |  |   |  |  |
|  [additional entries as needed] |  |   |  |  |
|  |  |  |  |  |
| Total incomes |  |  |  |   |
|  |  |  |  |  |
|  |  |  |  |  |
| Expense(s) |  |  |  |  |
|  |  |  |  |  |
| Activities/events |  |  |   |  |
|  [act. 1] |  |  |   |  |
|  [act. 2] |  |  |   |  |
|  [act. 3] |  |  |   |  |
| Advertising/Promotions |  |  |   |  |
| Administrative costs |  |   |  |
| Charitable donation goals |  |   |  |
| Banking Fees |  |  |   |  |
|  [additional entries as needed] |  |  |   |  |
|  [additional entries as needed] |  |  |   |  |
|  |  |  |  |  |
| Total expenses |  |  |  |   |
|  |  |  |  |  |
| Projected total revenue(s) – projected total expense(s) = projected balance for upcoming academic year  |   |
|  |  |  |  |  |

**Bank Information** \*If not registered for GSA Clubs Bank Account*\**

|  |  |
| --- | --- |
| Bank Name |  |
| Branch Location |  |
| Account # |  |

**Year Plan \_\_\_\_\\_\_\_\_**

**GOALS** to strive for

All goals should be SMART: Specific, Measurable, Attainable, Realistic, Timely.

List what you hope to accomplish as a club this year:

* [i.e. Add 30 new members]
* [i.e. hold speaker series]
* [i.e. add more space as needed]

**EVENTS / PROJECTS** list and schedule

List all planned events, meetings and projects for the upcoming academic year (if you only have one project, please list the steps involved):

|  |  |  |
| --- | --- | --- |
| Event / Project name | Description | Tentative Date  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | [add more space as needed] |  |

**PLANNING** step by step

Choose your most important events / projects and develop them further. Copy and paste to add more plans if required.

**#1**

|  |  |
| --- | --- |
| Event/Project | [Name of the event] |
| Purpose | [Why are you holding this event?] |
| Description | [Describe what will happen at the event, who will participate? where it will take place?] |
| Planning/ Strategies/ Timeline | [What steps are required? Who will do them? When do they need to be done? (Invitations, promotions, set up/clean up,…)] |
| Resources  | [What resources will you need to succeed? (money, people, space, equipment, food…) How will you get them?] |
| Evaluation | [How will you know the event was a success? How will you communicate your success to next year?] |

**#2**

|  |  |
| --- | --- |
| Event/Project |  |
| Purpose |  |
| Description |  |
| Planning/ Strategies/ Timeline |  |
| Resources  |  |
| Evaluation |  |

**#3**

|  |  |
| --- | --- |
| Event/Project |  |
| Purpose |  |
| Description |  |
| Planning/ Strategies/ Timeline |  |
| Resources  |  |
| Evaluation |  |

**PEOPLE** interactions and helping hands

List all people or positions that your club will interact with in the coming year and how they will assist in your club function.

|  |  |
| --- | --- |
| Name of Individual | Role(s) |
| [GSA Admin Staff] | [Help with booking event space in the MUSC] |
|  |  |
|  |  |
|  |  |
|  | Add more spaces as needed |

**FINAL COMMENTS** leave nothing out (optional)

[Please provide any additional information that will be helpful in understanding your YEAR plan]

***Statement of Application***

"I certify that all information listed above is accurate to the best of my knowledge. I may be contacted for further questions."

Name:

Position in Club:

Email:

Phone: