How to Submit a Budget Request

PhoenixCONNECT
at Elon University

Q Search...

Explore Elon University

1

Go to PhoenixCONNECT (and sign in)

2

Click the menu icon in the top left corner, then select your organization from the

Hazing

Join us Oct. 27, 6pm in Alumni Gym for a talk with Lianne Kowiak, a national hazing prevention advocate. Reflect on your org's practices and commit to building safer, values-based communities.

Greek Dance on Thursday 10/30!

Join members of the Fraternity and Sorority Community in the Schar Center on Thursday, October 30th at 8:00 pm to watch their hard work come to life! Come out for great performances and a good time!!!

The Office of Sustainabi

The Office of Sustainability is hiring Eco-Reps for Spring '26! Earn $13/hr for 4–6 hrs weekly promoting sustainability through events, outreach, support. **Apply on Elon Job Network by Nov. 2!**

All Events

TUESDAY SCHMOOZEDAY
COME HANG OUT IN THE SKLUT HILLEL CENTER AND ENJOY SNACKS, DRINKS, AND GREAT PEOPLE!

Hillel

EVERY TUESDAY, 3:00-5:00PM

STUDENT GOVERNMENT ASSOCIATION
SGA
ELON UNIVERSITY

ΧΥΣ

⊟ 🔔 Ⓘ

☰ Browse Branches

Explore Elon University

MY ORGANIZATIONS

Select Organization Tools from the drop down menu

3

Baking Club ⚙

LINKS

Today@Elon

College Coffee Table Request

Student Involvement

Phoenix Athletics

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ORGANIZATION TOOLS

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Finance

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Click Finance

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GOVERNMENT ASSOCIATION
SGA
ELON UNIVERSITY

ΧΥΣ

Cussies Study Hall

📅 Tuesday, October 28 at 4:00PM EDT

LEAF Coffee Hours

📅 Tuesday, October 28 at 4:00PM EDT

PhoenixCONNECT at Elon University

Q Search...

Budget Requests

Click Create Request

5

ACCOUNTS | CREATE REQUEST ▼

Create Budget Request

Choose Budget Request

6

| Budget | Purchase | Funding |

All : 252 results | Export CSV PDF

Sort by: **Submitted Date** ↓

Q Search ❓

Status All Statuses ▾

Process All Processes ▾

Show Only Recently Deleted 🔘

All Previous requests will be listed here

Available from 9/5/25 8:00 AM to 11/9/25 11:30 PM
This form is for activities/requests from February 1, 2026 - March 31, 2026.

Please use the name of your ORGANIZATION for the TITLE in the first step.
And in the description acknowledge that your requests are being submitted in the order of your group's priority.

SUBMISSIONS DUE no later than Friday, SEPTEMBER 19, 2025 at 11:59PM.

Budget: **Budget Request**   7   Click Budget Request to get started on your n... Providing as many details as possible helps the SGA

Please be prepared to ... the exp...
Finance Board make well-informe... ...

Keep in mind the following items are non-fundable (per the SGA Finance Bylaws):
1. Anything purchased prior to approval of your budget request.
2. Expenses for personal or private use.
3. Alcohol, drugs and tobacco products (including lookalike props).
4. Direct contributions/donations.
5. Fundraisers or any items that directly generate revenue for the organization.
6. Late fees/expediting charges/penalties.
7. Loans or other grants.
8. Scholarship or tuition/fees.
9. Requests from individuals from any of Elon's graduate programs.

Due to the significant number of requests and the limited funding available each quarter, this year we are unlikely to be able to fund:
• Off-campus activities given the limited number of students who can participate.
• Conference travel, due to the high cost for a limited number of students.
• Food that is not essential for the event.
• Decorations which are not essential for the event.
• Movies due to the high cost of copyright fees relative to the expected audience size (typically $750-1250).
• Organization marketing materials.
• Costumes or props that are not used multiple times this year.

Budget: **Budget Request**

REQUEST

* **Request Title** (Required Field)

Q3: Baking Club

8

Title it: Q#: ORG NAME

Description

9

A description of your organization

CANCEL

< PREVIOUS   NEXT >

Q Search...

understand which events are most important to your organization since we are unlikely to be able to fund all requests.

QUARTER 3 includes activities from **February 1, 2026** through **March 31, 2026**

* **This request is being made to support an:**
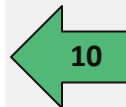
○ Individual

● Organization

Advisor First and Last Name

[   ]

Advisor email address

[   ]

* **Event Request #1**

Event Title

[   ]

Date and Time (If miscellaneous or ongoing, please indicate such. If TBD, please specify.)

10 Who the request is being made to support

11 Advisor Name

12 Advisor email

ibrecker@elon.edu

* **Event Request #1**

Event Title

How to make Birthday Cakes

Date and Time (If miscellaneous or ongoing, please indicate such. If TBD, please specify.)

Nov 18th

Detailed **Event Description**

The Baking Club will host a fun, hands on workshop teaching students how to bake and decorate a birthday cake from start to finish. Participants will learn to prepare batter, make frosting, and use basic decorating techniques before enjoying their creations together. This event promotes creativity, teamwork, and the joy of baking while bringing students together through a shared love of food.

Is this event in **collaboration** with another organization or department? *If yes, indicate who:*

Anticipated attendance/participation

40

Have you **hosted this event in the past**? *If yes, how many students participated then?*

No

Event Request #2 *(optional)*

13

Write a clear and detailed event description explaining what you're doing, why it matters, and what students will gain from attending

Event Request #2 *(optional)*

Event Title

Date and Time (If miscellaneous or ongoing, please indicate such. If TBD, please specify.)

Detailed **Event Description**

Is this event in **collaboration** with another organization or department? *If yes, indicate who:*

Anticipated attendance/participation

Have you **hosted this event in the past**? *If yes, how many students participated then?*

Event Request #3 *(optional)*

Event Title

14

If you're requesting funds for multiple events, list them all here in order of priority

Your top event should come first

Q Search...

Is this event in **collaboration** with another organization or department? *If yes, indicate who:*

Anticipated attendance/participation

Have you **hosted this event in the past**? *If yes, how many students participated then?*

Hoping for more than 4 events this quarter?

If your group wants to host more than four events this quarter, you are welcome to submit an additional budget request to submit those for consideration. Please prioritize your top four in the initial submission and make the next one clear that they should be considered after the first.

FINISH LATER   ❮ PREVIOUS   SAVE AND NEXT ❯

15

When you've filled out all event details, click Next to move on to the budget section

Event #3	0	$0.00
Event #4	0	$0.00

Budget Section:

Event #1 ☑

16

Double check that the event name here exactly matches the one listed on your Event Description page.

Please list the anticipated expense ~~...~~ *help ensure the SGA Finance Board can* ~~...~~

+ ADD ITEM

+ ANOTHER "EVENT #1" SECTION

Budget Section:

Event #2 ☑

Please list the anticipated expenses for your EVENT #2 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

+ ADD ITEM

javascript:void(0);

Q Search...

Event #3

Event #4

Edit Section

17

* **Name** (Required Field)

Birthday Cake Event

Keep the event name consistent on both pages to avoid confusion during review

Please list the anticipated expenses for your EVENT #1 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

CANCEL   SAVE

Budget Section:

Event #1 ✎

Please list the anticipated expenses for your EV... ensure the SGA Finance Board can make well-i...

+ ADD ITEM

+ ANOTHER "EVENT #1" SECTION

Budget Section:

Event #2 ✎

Please list the anticipated expenses for your EVENT #2 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

+ ADD ITEM

Event #3	0	$0.00
Event #4	0	$0.00

Budget Section:

Birthday Cake Event ☑

18

Ensure your event name matches exactly between your description and budget sections

Please list the anticipated expenses for your EVEN
ensure the SGA Finance Board can make well-infor

➕ ADD ITEM

➕ ANOTHER "EVENT #1" SECTION

Budget Section:

Event #2 ☑

Please list the anticipated expenses for your EVENT #2 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

➕ ADD ITEM

Q Search...

Event #3

Event #4

New Line Item

19

Select the correct category for
your item

* Line Item Category (Required Field)

Budget Section:

✓ Event Supplies (Expense)

Birthday Cake Event ✏

Food and/or Drinks (Expense)

Please list the anticipated expenses for your EV
ensure the SGA Finance Board can make well-i

Miscellaneous (Expense)

Security (Expense)

* **Name** (Required Field)

Description

Budget Section:

Event #2 ✏

* Quantity

* Cost

Total

Please list the anticipated expenses for your EV
ensure the SGA Finance Board can make well-i

1

X

$ 0

=

$0.00

Upload Support Document (10MB max)

Choose File   No file chosen

Q Search...

Event #3

Event #4

Budget Section:

Birthday Cake Event

Please list the anticipated expenses for your EV
ensure the SGA Finance Board can make well-i

* Line Item Category (Required Field)

Food and/or Drinks (Expense)   ⌄

Food should be essential to the event (not just snacks) and is limited to a maximum
of $20 per person. (Please know, although we would like to fully fund these, we may
not be able to provide the full amount for every event.)

* Name (Required Field)

Baking ingredients

20 **Enter the specific name of the item you're requesting**

Description

All-purpose flour (5 lb bag) – $4
Granulated sugar (4 lb bag) – $3
Baking powder (8 oz) – $2
Unsalted butter (4 sticks) – $6
Eggs (2 dozen) – $6
Milk (1 gallon) – $4
Vanilla extract (2 oz) – $4

21 **Provide a clear breakdown of what's included and how it will be used for the event**

Budget Section:

Event #2

Please list the anticipated expenses for your EV
ensure the SGA Finance Board can make well-i

* Quantity   * Cost   Total

1   X $ 29   = $29.00

22 **List the total cost for this line item based on your**

Unload Support Document (10MB max)

Sections (4)	# of Line Items (4) (Max. 15)	Amount
Birthday Cake Event	4	$85.00
Event #2	0	$0.00
Event #3	0	$0.00
Event #4	0	$0.00

23 ← This section automatically totals all your budget items so you can review your full request

Budget Section:

Birthday Cake Event ✏️

Please list the anticipated expenses for your EVENT #1 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

1. Baking ingredients ✏️	Food and/or Drinks	1 x $29.00	$29.00
2. Frosting Materials ✏️	Food and/or Drinks	1 x $21.00	$21.00
3. Decorating Supplies ✏️	Event Supplies	1 x $23.00	$23.00
4. Serving Items ✏️	Event Supplies	1 x $12.00	$12.00

24 ← Once you've added all items for each event, review everything for accuracy before submitting

Please list the anticipated expenses for your EVENT #3 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

+ ADD ITEM

+ ANOTHER "EVENT #3" SECTION

Budget Section:

Event #4 ☑

Please list the anticipated expenses for your EVENT #4 and be as specific as possible. This will help ensure the SGA Finance Board can make well-informed decisions.

+ ADD ITEM

+ ANOTHER "EVENT #4" SECTION

FINISH LATER

< PREVIOUS   SUBMIT

25

Once Complete make sure to Submit