

# How to Submit a Budget Request



1

## Explore Elon University

### Hazing

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

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 Sustainability

Go to PhoenixCONNECT (and sign in)

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





Browse Branches

MY ORGANIZATIONS

Select Organization  
Tools from the drop  
down menu

3



Baking Club



Manage Home

ORGANIZATION TOOLS

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EDT

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The Office of Sustainability is Hiring Eco-Reps

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!**

XΤΣ

Cussies Study Hall

Tuesday, October 28 at 4:00PM EDT



LEAF Coffee Hours

Tuesday, October 28 at 4:00PM EDT

4

Click Finance



## Budget Requests

Budget

Purchase

Funding

Search



Status All Statuses



Process All Processes



Show Only Recently Deleted ☐

Click Create Request

5

ACCOUNTS

CREATE REQUEST

Create Budget Request

Choose Budget Request

6

All : 252 results

Export

CSV

PDF

Sort by: Submitted Date



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](#)

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Click Budget Request to get started on  
your new submission

Please be prepared to get the expected expenses for your request. Providing as many details as possible helps the SGA Finance Board make well-informed and equitable decisions.

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

Description



Title it: Q#: ORG NAME



A description of your organization

CANCEL

◀ PREVIOUS

NEXT ▶



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

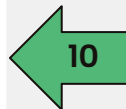
Advisor First and Last Name

Advisor email address

**\* Event Request #1**

**Event Title**

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



Who the request is being made to support



Advisor Name



Advisor email



lbrecker@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)



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**



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

Your top event should come first



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 



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

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.

[/ help](#)

+ 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

## Edit Section

\* Name (Required Field)

Birthday Cake Event

17

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

+ ADD ITEM

+ ANOTHER "EVENT #1" SECTION

Event #3

Event #4

Budget Section:

### Event #1

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.

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**

Please list the anticipated expenses for your EVENT #1 and ensure the SGA Finance Board can make well-informed decisions.



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

+ 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

Event #4

Budget Section:

### Birthday Cake Event

Please list the anticipated expenses for your Event to ensure the SGA Finance Board can make well-informed decisions.

Budget Section:

### Event #2

Please list the anticipated expenses for your Event to ensure the SGA Finance Board can make well-informed decisions.

## New Line Item



Select the correct category for your item

\* Line Item Category (Required Field)

- ✓ Event Supplies (Expense)
- Food and/or Drinks (Expense)
- Miscellaneous (Expense)
- Security (Expense)

\* Name (Required Field)

Description

\* Quantity

X

\* Cost

=

Total

\$0.00

Upload Support Document (10MB max)

Choose File

No file chosen

Event #3

Event #4

Budget Section:

### Birthday Cake Event

Please list the anticipated expenses for your Event to ensure the SGA Finance Board can make well-informed decisions.

Budget Section:

### Event #2

Please list the anticipated expenses for your Event to ensure the SGA Finance Board can make well-informed decisions.

\* 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

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



\* Quantity

1

X

\* Cost

\$ 29

=

Total

\$29.00

Upload Support Document (10MB max)

20

Enter the specific name of the item you're requesting

21

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

22

List the total cost for this line item based on your quantity and unit price



| 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  |

#### 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. <a href="#">Baking ingredients</a>  | Food and/or Drinks | 1 x \$29.00 | \$29.00 |
| 2. <a href="#">Frosting Materials</a>  | Food and/or Drinks | 1 x \$21.00 | \$21.00 |
| 3. <a href="#">Decorating Supplies</a> | Event Supplies     | 1 x \$23.00 | \$23.00 |
| 4. <a href="#">Serving Items</a>       | Event Supplies     | 1 x \$12.00 | \$12.00 |



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



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



Once Complete make sure  
to Submit