



Complete the following worksheet for the next academic year. After completing the detailed worksheets, transfer 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

UNIVERSITY of HOUSTON

DIVISION OF STUDENT AFFAIRS

Campus Recreation

University of Houston
Sport Club Program

Budget Request

Club: _____
Submitted by: _____

Position: _____

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)