Please type your organization’s name here: **Student Government Organization**

*Please spell out your organization's name completely.*

*Save this document as:* (your organization’s fully typed name) Detailed Budget Sheet

***Example:*** Student Government Association Detailed Budget Sheet

***Please read this entire document before you begin to answer questions and provide information. SGA and COF recommend that you submit a completed copy of this Detailed Budget Sheet to your student organization advisor.***

Please enter some background information about your organization below by answering the following questions.

*Type you answer underneath each question. Your answers may be as long as you like, but it is important that you answer each question as completely and clearly as possible.*

*Note: If you choose not to answer each question or if you do not provide enough details, your budget request may be denied.*

1. Briefly state the purpose and mission of your organization:

The Student Government Association (SGA) is a group of representatives from the student body who pay the Student Activity Fee. SGA, in cooperation with the President of the University, sets the Student Activity Fees and supervises the collection, retention, and expenditure thereof along with developing and implementing policies and procedures by which student organizations may be created and operated. We also implement programs and leadership development conferences designed to recruit and retain students while improving the college experience here at Mansfield University.

2. What fundraisers did your organization participate in this year? Please provide a brief description of each. (If they are planned for this Spring but haven’t happened yet please still list)

We currently fund all student organizations that are recognized by SGA as active student organizations, along with: Athletics, Music Ensembles, Kelchner Fitness Center, Student Activities Office, Sports Medicine, and the Robert Packer Nursing Program along with various University projects such as resurfacing the track and field.

3. What community service projects did your organization participate in this year? Please provide a brief description of each. (If they are planned for this Spring but haven’t happened yet please still list)

We currently sponsor and organize Spirit Thursdays where SGA, in cooperation with SODEXO and other student organizations, give away hot cocoa, hot apple cider, or ice cream (depending on the weather) to students, faculty, and staff members to raise school spirit and awareness of SGA and student organizations.

4. What program events did your organization conducted this year? Please provide a brief description of each. (Please list events planned for the remainder of Spring as well)

We held two Tailgating Parties where we gave away pizza and spirit item giveaways at football and soccer games.

We organize Spirit Thursdays where SGA, in cooperation with SODEXO and other student organizations, give away hot cocoa, hot apple cider, or ice cream (depending on the weather) to students, faculty, and staff members to raise school spirit and awareness of SGA and student organizations.

We funded and organized a Super Bowl Party at the Hut. Food and beverages were provided for students to enjoy while watching the Super Bowl.

We organized the CCSI 50th Anniversary Celebration in cooperation with the Bookstore and CCSI where we gave away pizza and spirit items to students.

5. What travel events did your organization go on this year? Please provide a brief description of each. (Please list planned events for this Spring as well).

We attended two Board of Student Government Presidents (BSGP) meetings where our SGA President and Treasurer collaborated with the Student Government Presidents and Treasurers from the other 13 states schools to exchange ideas and organize a leadership conference.

We attended a BSGP Leadership Conference where all 14 state schools sent 15 members of their student governments to collaborate with one another and exchange ideas while also learning leadership development skills and concepts.

6. How has your organization improved student life on campus?

SGA, in cooperation with the President of the University, sets the Student Activity Fees and supervises the collection, retention, and expenditure thereof along with developing and implementing policies and procedures by which student organizations may be created and operated. We also implement programs and leadership development conferences designed to recruit and retain students while improving the college experience here at Mansfield University.

**PROGRAMMING ALLOCATION REQUESTS**

*Type the title of each program prior to offering a description. Copy questions 1-5 for each separate event listed on your excel BudgetSheet .*

**\*\*\*Be sure to indicate what question you are answering by entering the number that corresponds with the question you are answering.\*\*\***

*Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.*

**Please type the answers to PROGRAMMING questions ABOVE the line of ASTERISKS.**

1. List the title of the programming event and indicate whether it is a General Program or a Social Program as defined in the COF Policy Manual Article 4, Section 1, pertaining to programming. *List the name of each programming event in the order that it appears on your organization’s Budget Worksheet.*

2. Has your organization ever conducted this or a similar program before and if so, what were the results? How many people participated?

3. What is your anticipated participation (number of students) for this program?

4. How will this program benefit the students and University?

5. Please provide a brief description of this programming event. In addition to being used by COF and SGA for determining approval of your request, this description will be used by SGA and the University for advertising and marketing purposes.

**1. Funding the Mountie Shuttle Bus: General Program**

2. Yes. A large number of students use the Mountie Shuttle Bus every day.

3. We anticipate that large number of students will continue to use the Mountie Shuttle Bus every day.

4. It will provide transportation for students to travel around campus and around town.

5. SGA co-funds/co-sponsors the Mountie Shuttle Bus with Student Affairs.

**1. 1890’s Weekend**

2. We have always sponsored the free entry for students and the reenactment of the first night football games.

3. The student body as a whole

4. The students can participate and bond with the community. Also, this gives students a chance to learn about Mansfield’s heritage

5. N/A

**1. Homecoming Tailgating Party and Car Smash**

2. We just started doing this event within the last year. It gives students a chance to capture the fun that SGA can provide. We are also working with BSU—BSU will be providing the car smash materials. We will also be asking other organizations to help run the event.

3. The whole student body

4. The students get the chance to bond and show their school spirit

5. These events will be co-sponsored with organizations that will be identified in the future

1. **Tailgating Party, it is a general program open to the entire campus.**
2. Yes, successful turn out.
3. Between 150-200 students
4. Promotes students to attend the football game to support the MU Sprint Football team as well as the band.
5. N/A
6. **Hotdog Giveaway, general program.**
7. First 150 people get a free hotdog from the concession stand up at the basketball game.
8. 150 people
9. Promotes students to come up the hill to support the Mansfield University Basketball Teams.
10. N/A
11. **Baseball Cookout**
12. This program has not been done for a few years and with the turn out from other similar events I feel that this will be a successful program as well.
13. Between 50 and 80 students.
14. It will promote the students to support the men’s baseball team.
15. This is a service that includes hamburgers, baked beans, drinks etc. they charge "per person" but does not mean it will only be limited to 40 people. It is just an estimate to determine about how much food to bring.
16. **Ritas Italian Ice give-out**
17. This has been done before at baseball and softball games and the Italian Ice has gone very quickly in the past.
18. About 50 students
19. This will be to promote students to come and support the men’s baseball team and the women’s softball team.
20. N/A

**1. Leadership Conference – General Program**

2. Yes, 2 years ago Mansfield SGA conducted a BSG Conference. It was very successful and around 100 people participated.

3.100 people

4. Students will gain good leadership skills, learn how to become good leaders, and be able to hear speakers talk about how they are leaders. The University will gain good PR.

5. N/A

**1. Spirit Thursdays –General Programming**

2. Yes, we started Spirit Thursdays this year and they’ve been very successful. The whole campus participates in these

3. Campus-wide

4. Students get to warm up with hot beverages or cool down with ice-cream depending on the weather. This gives them a break from classes. The University organizations can also participate in these giveaways to who off their organizations as well.

5. N/A

**1. Powderpuff Football- General Programming**

2. Yes, besides this year, we’ve done this program pretty much every previous year. A lot of people have participated in this and it has gained a tremendous amount of interest.

3. 80 students

4. Students get to participate in a fun activity and be active.

5. N/A

**Please type the answers to PROGRAMMING questions ABOVE the line of ASTERISKS.**

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**TRAVEL ALLOCATION REQUEST**

*Type the title of each travel event prior to offering a description. Copy questions 1-5 for each separate event listed on your excel BudgetSheet.*

**\*\*\*Be sure to indicate what question you are answering by entering the number that corresponds with the question you are answering.\*\*\***

*Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.*

**Please type the answers to TRAVEL questions ABOVE the line of DASH MARKS.**

1. List the title of the travel event. *List the title of each travel event in the order that it appears on your organization’s Budget Worksheet.*

2. Has your organization ever gone on this or a similar travel event before and what were the results? How many people participated?

3. What is your anticipated participation for this travel event?

4. How will this travel event benefit the students and University? Please list what may be learned along with how this event will be socially and culturally enriching.

5. Please provide a brief description of this travel event. In addition to being used by COF and SGA for determining approval of your request, this description will be used by SGA and the University for advertising and marketing purposes.

**1. BSGP Meeting in Harrisburg (4 at most)**

2. We have participated in these meetings in the past

3. The SGA President and Treasurer

4. The SGA President and Treasurer can find out how other schools operate and can bring that information back to MU to better the student organizations. They will be collaborating with other SGA Presidents and Treasurers from the other 13 state schools.

5. No other info is needed at this time

**1. BSGP Leadership Conference (location to be announced)**

2. We have participated in this travel before

3. SGA senate, house of reps., SGA exec. Board, and COF

4. The students can find out more info about how to put events on around campus, properly advertise, run meetings more effectively, etc.

5. The location of the conference is up to the discretion of the Board of Student Government Presidents. Therefore, the travel will vary depending on the location.

**1. MU CREW Fan bus (two bus trips for fall sports, and two bus trips for winter sports)**

2. Yes, the results were successful, between 30 and 47 people have filled buses in the past and have successfully made a strong support section to cheer on our athletic teams.

3. Around 47 people.

4. These bus trips are crucial. They are students who are supporting our other students and it will help with the school spirit at Mansfield University. It is a major help to our athletic teams to know that there is a student section who are there to support them, especially playoffs.

5. N/A

**Please type the answers to TRAVEL questions ABOVE the line of dash marks.**

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**CAPITAL ALLOCATION REQUEST**

*Note: If you are requesting a capital item allocation that has a cost greater than $250.00, bids must be solicited from at least three sources. You may include bids with your submitted budget files in your organization's Desire2Learn Budgets folder or you may list your prices and sources under each capital item. Please be clear about which bids go with which capital item to save time.*

*Type the title of each capital item prior to offering a description. Copy questions 1-4 for each separate event listed on your excel BudgetSheet.*

**\*\*\*Be sure to indicate what question you are answering by entering the number that corresponds with the question you are answering.\*\*\***

*Note: If you choose not to answer each question for each item or if you do not provide enough details, your request may be denied. COF needs this information to make informed decisions.*

1. List the title of the capital item. *List the title of each capital item in the order that it appears on your organization’s Budget Worksheet.*

2. Why is this capital item needed?

3. How will this capital item benefit the students and University?

4. Please provide any additional information that you would like the Committee on Finance to consider for granting this capital item allocation request. *(Optional)*

**1. 15 COF Binders @ $5.95 a piece**

2. This item is needed to provide COF Senators and At-Large-Members with binders that contain all SGA and COF policies.

3. COF members will bring these binders to every COF meeting so as to ensure that they have and are following the SGA and COF policies.

4. N/A

**1. Office supplies**

2. Paper is needed to provide SGA and COF members with copies of SGA and COF policies. Paper will also be used for printing out submitted student organization documents for physical/hard copies that will be taken to SGA and COF meetings when needed. The rest of the office supplies are designed to serve basic SGA office needs.

3. These items will benefit the student body by ensuring that SGA and COF have the office supplies needed in order to operate efficiently which will help us to govern effectively.

4. We will be using any left-over office items from the 2012-2013 year.

**1. Mac Mini**

2. We currently have seven executive board offices and do not have enough technology to accommodate all of the offices currently. We also have outdated equipment. We need to raise this level of a technological disadvantage and make it an advantage for us to help our students.

3. We will be able to quickly and accurately look up information, update the website, and take minutes to let the students of MU know what is going on.

4. N/A

**1. MacBook Pro (13.3 Inch)**

2. The MacBook Pro is needed to replace old technology that is currently outdated within SGA. Also, with the eboard positions, we currently do not have the technology to accommodate all of the eboard and members of SGA.

3. Please see explanation for the Mac Mini

4. N/A

**1. Computer Monitor (Asus 21.5 Inch)**

2. The Monitor will be needed to operate the Mac Mini

3. We will be able to use the Mac Mini and also see the above information

4. N/A

1. **Rolling White Boards**
2. Because people do not really read email/the e-board outside of Alumni
3. When they are getting their food/working out they can quickly glance and read a brief description about what’s going around their campus.
4. N/A
5. **Chalk board paint/chalk/erasers**
6. Because a colorful chalk board people will feel the need to look at since its different.
7. It will always be there in Alumni, its creative, and a good way to the students involved. If they see we are engaging, they will come to see what it’s all about! (hopefully).
8. N/A