

Clarion Students' Association
Budget Worksheet Instructions 2019-2020
Recognized Student Organizations (RSO)

1. Click on the RSO Budget Worksheet Link located on the CSA page on the CUP website under Forms and Policies or click on the attachment to your budget notification email.
2. Save the file on your computer as (File Save As) *organizationname*ruobudget2019-2020. Substitute your organization's name for organizationname in the above.
3. On the first tab titled Budget Request Form – complete the areas in **red** (drop down) and **grey ONLY**:
 - a. Name of RSO – select from the drop down menu.
 - b. The organization email
 - c. Enter the name of the administrator
 - i. Enter the phone number of the administrator
 - d. When the document is complete – print two copies and affix the administrator signature and date to the printed copies. Original Budget Request Form sheet with original signature must be submitted to the CSA office by the deadline.
4. Save the form.
5. Move to the second tab titled Specific Budget Items Requested. This is where an RSO will enter the details of the budget items and cost.
 - a. Enter the Category from the drop down menu or
 - b. If there is not an appropriate category in the drop down menu key in the name of the project/event.
 - c. Enter your details in the appropriate categories, Operating Expenses, Campus Programming or Travel.
 - d. Note: all totals will automatically update to the first tab, Budget Request Form.
6. Save the form.
7. Move to the third tab to enter the Justification for your expenditures. Double click on the outlined box and this will give you access to using Word to complete this form. This form is a narrative and can be entered however you choose. Remember to enter information explaining your organization's budget requests detailing whatever important items you feel would be necessary to be considered when determining the amount of funding to be awarded to your organization. Remember: individuals reviewing your request may not be familiar with your organization and its operation and goals so be clear in your narrative.
8. Save the form.
9. If you have any questions concerning the appropriateness of a budgeted item, please refer to the fifth (**RED**) tab for the Budget Guidelines. You can print these out for your use or can access them as a separate document on the CSA webpage under forms and policies.
10. Save the form.
11. Review all pages of the form.
12. Save the form.
13. Attach the form to an email and send to: smachokas@clarion.edu by the deadline.