

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)*