



How do I make a budget?

Step 1: Understand what will fit into our budget. Consider Student Government finances and how you can make the investment worthwhile with the funds that we are willing to allocate. Have an idea of how much your proposed events will cost us.

Step 2: Make your events concrete. Do your best to realistically estimate the costs of your events. It may be helpful to get estimates from any potential vendors.

Step 3: Create an itemized list of budgeted items for all of the events you propose and an estimated total. It is helpful to include in-depth handouts that go along with the event proposals that further explain the actual costs of the investment.

Step 4: Give various estimates with your proposal. Give a low, medium and high-end estimate of what may be spent on events. Offer alternate ways to achieve your goals.

Step 5: Think about questions that we may ask about your proposal during the budget meeting. Plan ahead and be sure to have legitimate reasoning behind the proposed use of SGA funds.



