



IOWA STATE UNIVERSITY WOMEN'S CLUB COMMITTEE BUDGET REQUEST For Year 2020-2021

*It is important that each committee thoughtfully submit a budget request each year. It is realized that exact dollar amounts cannot always be reached. Requests should be researched prior to submitting request and by looking at previous year's budget information. Items to consider in preparing budgets can be found on the back of this sheet. Occasionally, expenses exceed the budget allotment requested and granted. **Before exceeding budget by more than \$25, contact the Budget and Finance Chairperson.***

*Return to Budget and Finance Chairperson (see below) by **May 1, 2020***

Chair _____ Co-Chair _____
 Telephone _____ Telephone _____
 eMail _____ eMail _____

Amount spent in previous year by this committee \$ _____

ITEM DESCRIPTION	REQUESTED	APPROVED
TOTALS		

Budget and Finance Committee Chairperson: Joan Fitzsimmons
 Address: 3725 Brigeport Dr., Ames, IA 50010
 Telephone: 515 745 4472
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In preparing your budget request, please consider the following:

<u>Committee</u>	<u>Items for Consideration</u>
Executive	
President	Printing of agendas, newsletters, invitations, etc. Postage, Special Items (constitution, designated items such as memorials, Spring Luncheon Honorees, gavel). Liability insurance, Printing of Minutes, Club stationary.
Secretary	Printing of minutes
Treasurer	Printing of reports, postage, supplies
Historian	Supplies, copying
Awards	Printing of materials, Certificate printing and calligraphy, postage, 6-8 meals for awardees, Place cards, nametags, photos
Budget	Printing of forms
Friendship	Cards and postage
Holiday Social	Room rental fees, serving incidentals (paper goods, etc.), equipment
Hospitality	Room rental fees for General Assemblies and Cabinet meetings, Food for General Assemblies and two Business meetings, Serving incidentals (paper goods, etc.), Miscellaneous
Membership	Record keeping supplies, postage, miscellaneous
Nametags	Supplies
Newcomers	Printing nametags, One-time luncheon expense
Program	Honoraria for General Assembly speakers
Publicity	Printing
Social-Fall	Room rental fees, Food, Serving Incidentals, Decorations, Equip
Social-Spring	Printing of tickets, programs, Speaker's honorarium and lunch, honored guests' lunch (ISU President wife, ISUWC members, Pres. of AWC), invitations, place cards, postage, decorations, room rental, equipment.
Yearbook	All costs associated with preparation and printing binding of yearbook