



## 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

<b>TOTALS</b>		
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Budget and Finance Committee Chairperson: Joan Fitzsimmons  
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 Telephone: 515 745 4472  
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In preparing your budget request, please consider the following:

<b><u>Committee</u></b>	<b><u>Items for Consideration</u></b>
<b>Executive</b>	
<b>President</b>	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.
<b>Secretary</b>	Printing of minutes
<b>Treasurer</b>	Printing of reports, postage, supplies
<b>Historian</b>	Supplies, copying
<b>Awards</b>	Printing of materials, Certificate printing and calligraphy, postage, 6-8 meals for awardees, Place cards, nametags, photos
<b>Budget</b>	Printing of forms
<b>Friendship</b>	Cards and postage
<b>Holiday Social</b>	Room rental fees, serving incidentals (paper goods, etc.), equipment
<b>Hospitality</b>	Room rental fees for General Assemblies and Cabinet meetings, Food for General Assemblies and two Business meetings, Serving incidentals (paper goods, etc.), Miscellaneous
<b>Membership</b>	Record keeping supplies, postage, miscellaneous
<b>Nametags</b>	Supplies
<b>Newcomers</b>	Printing nametags, One-time luncheon expense
<b>Program</b>	Honoraria for General Assembly speakers
<b>Publicity</b>	Printing
<b>Social-Fall</b>	Room rental fees, Food, Serving Incidentals, Decorations, Equip
<b>Social-Spring</b>	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.
<b>Yearbook</b>	All costs associated with preparation and printing binding of yearbook