



Club Manual



Office of Campus Activities

Eckerd Colleagues,

A club is a student organization formed by individuals with a common interest in a particular activity or cause. Each club is formed, organized, and governed by students under the guidelines established by the Eckerd College Organization of Students (ECOS). Clubs may be competitive, instructional, or recreational with a variety of foci and programming to match their interests. However, all Clubs are student initiated and managed, and the administration of the club requires the leadership and involvement of its members and the ability of club officers to execute the basic procedures directed by pertinent policies. Through this process, club members and officers gain valuable learning experiences through their involvement in organization, administration, scheduling, fund raising, and public relations.

The Department of Campus Activities has prepared this handbook as a reference for many of the questions and concerns a club officer might have. It is recommended that each officer review this manual carefully throughout the year. Questions and concerns should be discussed directly with the Vice President of ECOS, although it is also important for club leaders to maintain contact with the Director of Campus Activities. Essential paperwork, upcoming deadlines, meeting notices, etc., are placed in club mailboxes located in the Campus Activities Office in Brown Hall, giving club members and officers a perfect opportunity to touch base.

See you in Campus Activities,

Fred R. Sabota
Director of Campus Activities

4200 54th Ave South, St. Petersburg, FL 33711
727-864-8895/Fax 727-864-8588

STAFF AND IMPORTANT PHONE NUMBERS

DEPARTMENT OF CAMPUS ACTIVITIES

Fred R. Sabota
Director of Campus Activities.....x8895

Lova Patterson
Assistant Director of Campus Activities.....x8894

Weston Babelay
Campus Activities Assistant.....x8977

ECOS Club and Organization Intern.....x8973

ECKERD COLLEGE ORGANIZATION OF STUDENTS

Presidentx8415

Vice President.....x7795

Director of Financial Affairs.....x8418

Director of Faculty Student Relations.....x7796

CAMPUS NUMBERS

Office of Campus Safety and Security.....x8260

Athletic Office.....x8251

Waterfront.....x8288

GENERAL INFORMATION

Membership in Clubs

Membership for Clubs is open to all Eckerd College students (full time and part time), faculty and staff, with the understanding that intercollegiate play in some club sports is limited. A provision statement listing any restrictions on participation, such as minimum age, should be drawn up and submitted to the ECOS office for approval.

Membership in Eckerd Clubs shall be free from any restriction based on race, sex, color, religion, or national origin. There is opportunity for the organization of both men's and women's clubs in all team sports.

Participation in a Club is voluntary, and Eckerd College, the Department of Campus Activities, and ECOS are not responsible for any injury or property loss that may be sustained by a participant, advisor, or coach/instructor in the Club Program. Participants are required to have accident/medical insurance that will cover them in the event of injury or illness. Also, each club member must sign a Release and Waiver of Liability/Informed Consent each academic year.

Clubs have the option to require dues, and they may have other stated requirements or standards for participation related to certifications, health considerations, safety, etc., which must be approved through the office of Campus Activities.

Clubs must submit a complete roster of club members to the ECOS office prior to their first scheduled game or activity, but no later than October 1st. The rosters must be updated throughout the semester as the Club accepts new members and by February 1st for the spring semester. Students whose names do not appear on the roster are not eligible for participation in club activities or travel.

Liability

Eckerd College does not provide accident insurance for club members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities.

Individuals participating in Club activities must recognize that these activities involve a certain degree of risk. Participants voluntarily agree to assume the risk of an injury as well as any and all medical expenses resulting from said injury.

- Each person participating in Club activities must read and sign an Agreement to Participate/Release Form, which should be on file in the ECOS office. It is the club president's responsibility to see that the ECOS office receives an Agreement to Participate/Release Form from each person participating in club activities.
- It is recommended that all Club members participating in vigorous activities have an annual physical examination
- It is the responsibility of each Club president to submit an individual accident report for injuries which occur to club members during on or off-campus club related activities. These reports should be submitted to the ECOS office and Director of Campus Activities within 48 hours of the accident
- There should be a person who is certified in CPR and First Aid present at all physical activities who assumes the responsibility of first aid treatment.

Code of Conduct

Participants in the club are expected to conduct themselves in a manner that will reflect positively upon themselves, the club of which they are members, ECOS, the Department of Campus Activities and Eckerd College. They have the responsibility to:

- Observe college regulations, state and federal laws, and city ordinances.
- Refrain from the use of drugs, except for medical purposes.
- Refrain from the consumption of alcoholic beverages if under the legal drinking age of 21.
- Refrain from transport of alcoholic beverages in college vehicles.
- Refrain from the consumption of alcoholic beverages while traveling, competing/participating or being a spectator at club events.
- Act with good judgment with the consumption of alcoholic beverages and to refrain from driving under the influence of alcohol.
- Show respect for the rights and property of others.

Failure to abide by the provisions of this code will result in appropriate disciplinary action which could include loss of Club participation privileges and the imposition of other sanctions according to the severity of the violation.

Forming a New Club

An individual may form a new club if there are two or more persons who share his/her interest. The steps to be taken include the following:

1. Complete procedures required by ECOS to become a registered student organization. In order to receive an application packet you may go by the ECOS office located in Brown Hall.
2. Meet with the Director of Campus Activities to explore the possibilities, benefits, and requirements for becoming a Club.
3. Plan and conduct an organizational meeting to share information about the proposed club and to assess interest.
4. Develop and adopt a constitution and bylaws. A sample can be pick-up in the ECOS office.
5. Elect officers (only student members can hold office).
6. Recruit a full time faculty or staff member to be the Club advisor.

Eligibility for Club Membership

To be eligible to join a club, an individual must:

- Be currently enrolled as a student or a member of the faculty or staff.
- Meet membership based on each club's bylaws.
- Complete a Release/Waiver Form.
- Provide personal medical insurance
- Submit emergency contact information.

Current Clubs

The following is information regarding suspending, revoking, and renewing charters of existing clubs and can be found in the ECOS Constitution in Article VII:

Section 701 Suspending Charters

- A. The Student Senate may suspend the charter of any ECOS organization in cases of misfeasance or malfeasance by two-thirds (2/3) vote, thereby freezing the funds of that organization.
- B. A suspension is effective for up to two academic weeks, after which the Student Senate must make a majority vote to continue the suspension for another two weeks. This may be continued until the Student Senate fails to vote to continue the suspension.
- C. The Student Senate may suspend the charters of any and all clubs and organizations chartered and funded through ECOS.
- D. The Constitution, Regulations, and By-Laws Committee may recommend that the Student Senate suspend charters or organizations pertaining to that committee.
- E. The Finance Committee and Media Committee may recommend to the Constitution, Regulations, and By-Laws Committee that a club or organization be suspended, through the process explained previously under Article III, Section 301.

Section 702 Revoking Charters

- A. The Student Senate may revoke the charter of any organization by a two-thirds (2/3) vote. All funds previously budgeted to the concerned organization will be reallocated through the normal budgeting process.
- B. The Student Senate may not revoke the charter of any organization unless it is under a suspension that has lasted at least two weeks.
- C. The Constitution, Regulations, and By-Laws Committee may initiate action to revoke the charter of a club or organization by a two-thirds (2/3) vote, which must be upheld by majority vote of the Student Senate.
- D. The Student Senate shall refer any motion to revoke the charter of a club or organization to the Constitution, Regulations, and By-Laws Committee before taking any action, unless the motion originated within said committee. The Constitution, Regulations, and By-Laws Committee must meet to make a recommendation within six academic days.

Section 703 Renewing Charters

- A. The Executive Council shall call for all chartered organizations to submit updated charters by September 30 of every year.
- B. All chartered organizations must have their charters approved for renewal by the new Student Senate in order to spend funds after the deadline for submission.
- C. Any organization that fails to present a charter for renewal will have no funds allocated until a charter is submitted and approved. The submission of the charter must occur within four weeks of the deadline.
- D. If the renewed charter is not presented within four academic weeks the former charter will be invalidated with no funding allocated.

CLUB LEADERSHIP

Director of Campus Activities and ECOS Vice President

The Director of Campus Activities and ECOS Vice President oversee the Club Program. They interface directly with student club officers whose responsibilities include serving as a resource, providing advisement and guidance in the various aspects of club operation, ensuring the proper management of allocated funds in accordance with College policy, and promoting safe participation in club activities.

Club Advisor

Each Club must have a full time faculty or staff member of the college as its advisor. He/she should be a person who is accepted and respected by Club members, has a strong interest in the Club, and is willing to attend some of the Club's meetings and activities. While not required, it would be helpful if the advisor is experienced in the activity or interest area of the Club.

The advisor serves as a resource to help provide direction and continuity to the Club. He/she can contribute valuable knowledge and experience related to college operations and policies. The advisor may be called upon to give input and/or feedback regarding the programs and activities of the Club, but his/her foremost task is to facilitate self-governance by the students.

Responsibilities of the advisor could include:

- Being available to meet with the president and other officers as needed.
- Acting as a sounding board for the Club in dealing with ideas and concerns.
- Advising the Club regarding college policies and procedures.
- Encouraging the development of initiative, responsibility, and leadership in Club members.
- Assisting the Club in defining and achieving its goals and objectives.
- Reviewing the Club budget and making recommendations as appropriate.
- Encouraging sound financial practices for the management of Club funds.
- Keeping informed regarding Club business and activities.

Club Officers

The daily operation of the club is the responsibility of its officers. The contribution of each officer is vital to the Club's success, but it is the president who is ultimately responsible for seeing that the Club functions smoothly and effectively.

An essential leadership skill for the president is the delegation of tasks and responsibilities to other Club members; this eliminates the possibility of having one person being burdened with all of the work, while giving other members a sense of ownership and an opportunity for involvement in their Club. As a rule, commitment increase with involvement, so it is important for the president share in the responsibilities of Club operation.

Club Officer Responsibilities include:

- Administer Club meetings.
- Serving as liaison between the club and ECOS office.

- Completing all ECOS club forms.
- Preparing and submitting club yearly budget request.
- Keeping updated membership lists.
- Submitting membership and liability waivers to the ECOS office.
- Approving expenditure of funds in accordance with the members' desires
- Making all travel arrangements.
- Publicizing club activities.
- Updating club by-laws for club membership.
- Supervising fund-raising events.
- Insuring club abides by college policies and procedures.
- Keeping inventory and maintaining club equipment is in safe working order.
- Making arrangements relative to the club's competitive schedule.
 1. Schedule athletic contests.
 2. Request practice/game facilities and contests.
 3. Secure and pay game officials.
 4. Arrange for a person qualified in first aid and CPR at practices and games.
 5. Arrange for phone communication at all home activities.

Club Instructors and Coaches

The decision to have a coach or instructor is left to the discretion of each club, as Eckerd College is not responsible for the selection, training, supervision, and compensation of coaches. The selection of this person should be on the basis of his/her expertise and experience in the sport, certifications as appropriate, personal references and the perceived ability of the individual to relate to club members. It is suggested that clubs provide the coach/instructor with a position description that includes his/her responsibilities and authority.

Guidelines for the Coach/Instructor include:

- Following safety guidelines as established by the club, ECOS, Department of Campus Activities and/or any other governing bodies for the sport or activity.
- Coordinating practices/classes and providing instruction and training that will help club members to develop and improve their skills.
- Carrying their own personal health insurance.
- Eckerd College and ECOS are not responsible for any injury or property loss incurred by a coach or instructor in the club program.
- Restricting their involvement with the club to teaching and coaching in practice and not participate in any area of competition as part of the club. Instructors and coaches may not be involved in club administrative or decision making business. The student representative will act as the liaison between the club and the ECOS office.
- Providing court/field management for competitions.
- Abiding by applicable rules and regulations of Eckerd College and any other conference, league or association to which the club may belong.
- Conducting himself/herself in a professional manner that will reflect positively upon the club and Eckerd College.

FINANCE

Allocation Process

ECOS receives money from the student activity fee designated for distribution among the recognized student organizations on campus. The budget allocation process includes the following steps:

1. Budget packets, including guidelines, forms and summary of exact dates for submitting budgets will be made available for pick-up in the ECOS office.
2. Attend a budget information meeting scheduled by ECOS for reviewing the budget allocation process and answering questions.
3. Review their budgets with their advisors and/or the Director of Campus Activities.
4. Submit their budget requests to the ECOS Office.
5. Sign-up for hearing times for presenting their budgets requests to the ECOS Finance Committee
6. Present and defend budget requests to the ECOS Finance Committee.
7. Proposed budget allocations are sent to the Student Senate for approval.
8. Funds allocated to the Clubs are transferred to the Club accounts.

Budget Preparation

Suggestions for developing the Club budget:

- Involve all Club officers.
- Seek input from Club members.
- Think in terms of next year for formulating Club goals and objectives and determining Club financial needs.
- Determine what can best be funded from allocation and from outside funding.
- Be accurate and realistic in putting together the request. Ask only for funds for which the Club has intended purposed. Remember that ECOS allocated funds can not be carried from one year to the next.
- Meet all scheduled deadlines!

Suggestions for presenting the Club budget:

- Ensure that knowledgeable person(s) present the budget request.
- Be prepared to justify proposed expenditures.
- Realize that the club may not receive all requested funds; be able to identify priorities for funding.

Criteria used by the Finance Committee for Allocation*

- Number of members within the club.
- Past and present fund raising and outside donations.
- Activities
 1. Campus wide events
 2. On/off campus events that are open to all students.
- Percentage of food and travel within the budget
- Eckerd Publicity
 1. Local Recognition
 2. National Recognition
- Need Base
 1. Equipment for safety
 2. Minimum to operate
- Most important expense
- Years in Existence and/of chartered by ECOS
 1. Special notice to 1st year clubs
- Amount allocated last year and in years past
 1. How the money was spent in years past
- Club growth
 1. Membership increase and/or activities
- Non-exclusive membership
- Insurability of club
- Overlapping of club scheduled events and/or activities
- Detailed budget
 1. Numbers are exact instead of rounded

**These are only questions and not a set way of how each club was allocated.*

Fundraising

Self-support is an essential principle of any club program. Fundraising projects are an excellent way for clubs to complement allocated funds.

Guidelines for fundraising include the following:

- Discuss the fundraising project with the Director of Campus Activities or club advisor.
- Center the fundraising activity around some specific event or goal.
- Register the activity with the Office of Campus Activities, if held on campus.
- Choose a chairperson to direct and coordinate the fund raising effort.
- Assign specific tasks to committees.
- Allow sufficient time for planning and promoting
- Coordinate with other campus events as appropriate. Avoid scheduling conflicts with similar fundraising events.
- Ensure the event is well publicized.
- Reserve necessary facilities well in advance.

RISKS, HAZARDS, PHYSICAL STRESS

Every activity in which one engages has certain inherent risks, hazards, and physical and mental stresses that may result in injury or illness. The following is a list of risks that may be associated with the program or activity in which you have chosen to participate. This list is not intended to be all inclusive; exclusion of a risk or hazard does not negate its possibility.

Risks

1. Body or object contact while engaged in competitive sports such as rugby or ultimate disk; falling while engaged in activities such as surfing or sailing. The above risks could result in serious injuries, including but not limited to concussion, loss of vision, neck/spinal trauma, broken bones, joint dislocation, loss of teeth, internal injuries, muscle injuries, wounds, or severe bleeding, and even death. These risks can be reduced by wearing and using appropriate protective equipment, ensuring equipment has been inspected and checked for safe operation, and following the rules and regulations promoting safety for the activity in which you are engaged.
2. Falling or being thrown from rafts from boats in water that may be turbulent and/or include natural hazards, such as rocks, tree limbs, obstacles, waterfalls, holes, reversals, and other formations, or manmade hazards, such as bridge pilings, ropes, and other discarded objects that could result in serious bodily injuries or drowning. This risk can be reduced by wearing safety helmets and other protective equipment and following the rules of safety for water related activities.
3. A traffic accident when traveling for a club activity that could result in serious bodily injuries or even death. This risk can be reduced by following traffic laws and proper driving practices and insisting that other drivers do the same.
4. Weather conditions, such as lightning, hail, or wind that could cause serious bodily injuries or even death. This risk can be reduced by stopping the activity and taking proper care when a storm appears likely.
5. Muscular overuse that could result in muscle cramps, pulls, sprains, cuts, bruises, or other injuries during normal activity. This risk can be reduced by proper conditioning and rest of the muscle systems. Injuries to the muscles can also be prevented by warming up and stretching prior to play, by proper execution of strokes/skills, by using appropriate clothing and equipment, and by not playing on wet slippery surfaces.
6. Dehydration (a loss of body fluid caused by profuse sweating and inadequate fluid intake) that could result in fatigue, weakness, irritability, nausea, dizziness, and even disorientation. This risk can be reduced by consumption of cool liquids during breaks in play or activity.
7. Overexposure to heat could result in heat exhaustion or heat stroke, which is a life threatening condition. This risk can be reduced by not playing or reducing your level of exertion during hot weather and consuming large amounts of fluids.
8. Overexposure to the cold that can result in hypothermia and frostbite, which can be life or limb threatening conditions. This risk can be reduced by wearing appropriate clothing for the given weather conditions. Wearing a hat and gloves in cold temperatures help retain significant amounts (up to 25%) of body heat.
9. Physical overexertion that could result in death due to cardiovascular complications. This risk can be reduced by not eating immediately before participation, by proper conditioning, by recognizing signs of fatigue, and by reacting responsibly to the various warning signs of cardiovascular distress.

Participants Responsibilities

Participants in club programs are responsible for:

- Engaging only in those programs and activities for which they have prerequisite skills, qualifications, preparations and training.
- Reading, understanding, and abiding by the rules regulations established for safe participation, and avoiding unnecessary, hazardous situations, including those situations that result when their actions go beyond the generally accepted practices for safety in an activity.
- Complying with state and federal laws and College policy concerning the use of alcohol and/or illegal drugs.
- Conferring with the Student Health Services medical staff or with their family doctor regarding any known physical conditions or problems that may limit participation in a particular program, and for reporting these to the Department of Campus Activities. If the situation warrants, a medical clearance may be required for participation.
- Attaining an appropriate level of fitness and conditioning as a prerequisite for participation. The likelihood of injuries decreases with increased fitness levels.
- Using appropriate training techniques that can help to prevent injury.
- Wearing appropriate dress and/or personal protective equipment.
- Reporting hazards or potential hazards in facilities and equipment, as well as other safety concerns.
- Completing and submitting an injury report within 48 hours of the occurrence of an injury. The Department of Campus Activities should be contacted as early as possible by phone in the event of a serious injury or illness.
- Assuming all financial obligations incurred for treatment of any injury or illness that may be sustained as a result of participation in club programs and activities. Eckerd College provides no insurance coverage for participants in recreational activities. Participants are required to have accident/medical insurance through coverage provided by a personal policy of a parent's policy, and verification of insurance may be requested.
- Reading and signing the attached Release and Waiver of Liability/Informed Consent prior to participating in any program.

Should you have any questions regarding this statement, please contact the appropriate staff member at the department of Campus Activities or ECOS office.

TRAVEL

- Transportation is the responsibility of the respective clubs. Eckerd College cannot be held liable for any accidents that occur in route to or from any club activities.
- It is strongly recommended that vehicles used for club travel have adequate insurance, and that the driver of each vehicle also have adequate insurance. It would be advantageous for all passengers in the vehicle to have personal insurance.
- Occasionally club activities may be scheduled at a time when some club members have class. At this time, club activities are NOT considered to be an “excused absence” by Eckerd College. Professors have the option whether or not to excuse club members from class to participate in club activities. Students should check with their individual professors to see if they will be excused.

Campus Activities and ECOS Van Information

- Requests for the van must be submitted one week in advance to the requested date.
- The van is rented on a first come, first serve basis. However, final decisions are at the discretion of the Director of Campus Activities and the ECOS officers.
- Any damage caused to the van while in the possession of the organization/department is the responsibility of the organization/department and the damage will cost that of professional repair.
- The use and/or transportation of alcohol and drugs while in possession of the van is strictly prohibited. Violation of this rule will result in an incident report to be filed with Campus Safety. The proper authorities will also be notified.

**Eckerd College
Organization of Students
CLUB CHARTERING APPLICATION**

Name of Organization: _____
(Names CANNOT begin with Eckerd College. Example: EC Dance Team not Eckerd College Dance Team.)

Faculty/Staff Advisor: _____
Phone: _____ E-mail: _____

Student Contact: _____
(Contact is responsible for all communications to and from ECOS.)
Box: _____ E-mail: _____ Phone: _____

Did this club charter in the previous school year? (circle one) **YES** **NO**
If yes, please list the approximate number of members: _____

Club Officers for 2002 - 2003

Name	Title	Box #	Phone #	E-mail
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Please type the following information and attach it to the application:

1. Statement of Purpose: to tell the Eckerd College Community why this club/organization exists, this statement will appear in and is not limited to being published in the EC-Book, ECOS Club Web Page, other Official ECOS publications, and other materials distributed concerning clubs and organizations at Eckerd College

2. By-laws: (By-Laws *must* be submitted in order for the club to be considered.) The by-laws of your club serve as an outline for the operation and conduct of your club. By-laws for ECOS chartered clubs must include the following:

- I. Club Name (cannot begin with Eckerd College)
- II. Objective or Purpose (what the club plans to bring to the Eckerd College Community)
- III. Membership-Eligibility (dues, tryouts, etc.- all clubs must be open to all ECOS members)
- IV. Officers (duties, qualifications, election procedures, and required number of votes to be elected)
- V. Meetings (all clubs must meet once a month; quorum, minimum frequency, etc.)
- VI. Amendment of By-laws (procedure and required number of votes)
- VII. Faculty/Staff Advisor (all clubs must have an advisor and the duties of him or her must be listed within the by-laws of the club)

****Reminder:** If you are an athletic club, each and **EVERY** member must sign an insurance/liability waiver form **before** being allowed to participate in any sort of activity involving ECOS. ******

ECKERD COLLEGE

CLUB ADVISOR STATEMENT

I, _____, understand and accept the representative as described below that I will have as the advisor of the _____ Club. I agree to work closely with the club officers, ECOS, and the Department of Campus Activities to make the club experience a positive and rewarding one for all involved.

Advisor

Date

Received by the ECOS Office:

ECOS Representative

Date

ADVISOR INFORMATION

Each sport must have a full time faculty or staff member of the college as its advisor. He/she should be a person who is accepted and respected by club members, has a strong interest in the club, and is willing to attend some of the club's meetings and activities. While not required, it would be helpful if the advisor were experienced in the sport or interest area of the club.

The advisor serves as a resource person to help provide direction and continuity to the club. He/she can contribute valuable knowledge and experience related to college operations and policies. The advisor may be called upon to give input and/or feedback regarding the programs and activities of the club, but his/her foremost task is to facilitate self-government by the students while providing help or guidance as needed.

Responsibilities of the advisor could include:

- Being available to meet with the president and other officers as needed.
- Acting as a sounding board for the club in dealing with ideas and concerns.
- Advising the club regarding college policies and procedures.
- Encouraging the development of initiative, responsibility, and leadership in club members.
- Assisting the club in defining and achieving its goals and objectives.
- Reviewing the club budget and making recommendations as appropriate.
- Encouraging sound financial practices for the management of club funds.
- Keeping informed regarding club business and activities.

ECKERD COLLEGE
ORGANIZATION OF STUDENTS
 Club Budget Request Form

Club Name: _____

This completed form must be turned into the ECOS office by 5:00 PM on the first Friday in April. Any Club failing to complete this form by the deadline will not be guaranteed the opportunity to receive funds or be recognized for the school year. All clubs are encouraged to defray their own expenditures by dues, donations, sponsors, or other means. Remember all clubs are self supporting – a minimal amount of funds are available for allocation. Please include only income and expenses that appear on your actual financial records.

Estimated Income

(Please round all numbers up or down to eliminate the need for “cents”)

1. Anticipated revenue from **Annual** dues (#___ players @ \$ ___ per player=) \$ _____
2. Anticipated monetary donations/sponsorship \$ _____
3. Anticipated fundraiser money \$ _____

On each line below, list type of fundraiser to be held and amount to be raised (gross):

	\$ _____
	\$ _____
	\$ _____
	\$ _____

4. Other anticipated means of funding received \$ _____
5. **Total Income expected (add lines 1-4 above)** \$ _____

Anticipated Expenses

6. **Association Fees/Dues** (fill in association names) \$ _____
 (What will these fee cover/go toward? _____)
 (Will insurance be included? _____)
 - a. Local league/association _____ \$ _____
 - b. Regional association _____ \$ _____
 - c. National association _____ \$ _____
7. **Insurance** (if not included with team fees) \$ _____
 - a. Team \$ _____
 - b. Individual \$ _____
8. **Conference/tournament entry fees** (tourney name, city state and # attending) \$ _____
 - a. _____ # attending _____ \$ _____
 - b. _____ # attending _____ \$ _____
 - c. _____ # attending _____ \$ _____
 - d. _____ # attending _____ \$ _____
 - e. _____ # attending _____ \$ _____
 - f. _____ # attending _____ \$ _____
 - g. _____ # attending _____ \$ _____

(Continued)

9.	Personnel Wages		\$ _____
	a.	Instructor/coach	\$ _____
	b.	Officials	\$ _____
	c.	Other (list) _____	\$ _____
10.	Facility and Equipment Rentals		\$ _____
	a.	Facility	\$ _____
	b.	Equipment	\$ _____
11.	Equipment and Uniforms		\$ _____
	a.	Equipment (list separately)	
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
	b.	Equipment Repair	\$ _____
	c.	Uniforms	\$ _____
12.	Operating Expenses		\$ _____
	a.	Printing	\$ _____
	b.	Postage	\$ _____
	c.	Telephone	\$ _____
	d.	Advertising	\$ _____
13.	Transportation (gas, parking, tolls)		\$ _____
		(How many trips planned? _____)	
14.	Lodging		\$ _____
		(How many away trips will require paid hotel stays? _____)	
15.	Social Expenditures (list each event separately)		
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
16.	Other expenses (list)		\$ _____
		_____	\$ _____
		_____	\$ _____
17.	TOTAL OF ALL ANTICIPATED EXPENSES (Add lines 6-16)		\$ _____
18.	ANTICIPATED BALANCE (Line #17 minus #5)		\$ _____

***** Please attach another page with a detailed explanation of each cost and why it is imperative in the functioning of you club or organization. Also, attach any comments you believe will be of aid to the finance committee.**

Submitted by: _____

Date: _____

Title: _____

Phone: _____