

Center for Social Concern Budget Form Instructions and Definitions

Definitions

General Operating Expenses—These are expenses related to the internal operations of your group, such as any fees or donations you are required to submit to a national organization; expenses related to on-campus general body meetings (such as light refreshments for meetings, speakers you might bring in to train your volunteers, and other training materials), and recruitment-related expenses.

Recruitment-Related Expenses—Student groups are permitted to designate up to \$50 to spend on expenses related to recruiting new student volunteers. Purchasing giveaways and other items that exceed the \$50 limit is not permitted.

Service-Related Expenses—This section includes all expenses related to actually performing your service, including transportation to your site, supplies, equipment, and food related to service projects

Transportation—Please estimate the costs for transportation to and from your service site. Please see the handbook for more information on transportation options.

Supplies—Supplies are consumable items that are used for the service project (for example, art supplies or science experiment materials)

Equipment—Equipment refers to any items that are not consumable, such as musical instruments, board games, and other items. You should develop a storage plan for any equipment you might use for your service projects.

Food—Some groups purchase food for use in their service projects (such as snacks for mentees, or vegetables for a healthy eating demonstration)

Event Expenses—Please remember that the Center for Social Concern has specific policies regarding events and what CSC funding is able to support. Please review the Student Group Handbook prior to planning your event to make sure your expenses are covered by the event's revenue and not by the grant you are given by the CSC.

T-Shirts—Groups may designate up to \$5 per group member toward the cost of t-shirts or other apparel. The remainder of the t-shirt cost must be contributed by the group members. All group members receiving a t-shirt subsidy must be registered as a member on the Hopkins Groups website. Beginning in 2016-17, groups must submit a t-shirt request form to the Center for Social Concern before purchasing t-shirts. This form will be available on the CSC website over the summer.

Other—Please use this setting to list any additional expenses not listed above

Revenue—any funding that your group receives, from any source. Be sure to include a projection for how much money you plan to raise from any fundraisers you plan to have to offset your project expenses. Please remember that CSC grants may not be used for event-related expenses (such as food or entertainment for a fundraiser), so any event costs must be offset by the revenue you raise.

Dues—The Center for Social Concern strongly discourages student groups from collecting dues from members, however we understand that some groups are associated with national organizations that require members to submit dues. If your group requires dues, you must ensure there are scholarships available for students who are unable to contribute. This line on the budget is to include the revenue you anticipate raising from dues.

Other Hopkins Grants—There are numerous other funding sources on campus, including the Student Life Programming Grant, the Credit Union T-Shirt Grant, and others. Please see the handbook for more information about grant opportunities. In this section, please list the amount you hope to receive from these grants.