

BUDGETING FOR YOUR EVENT

Participating in the First Monday Campaign 2006 doesn't have to be an expensive undertaking. Depending on the nature of the activity you design, budget items might include copying costs, food and beverages, room rental fees, and audio-visual equipment, although many campuses offer rooms and equipment to students at no charge. In some cases, you may be required to reimburse speakers for travel costs.

If you are unable to receive free or in-kind resources on campus, most students find that it is usually pretty easy to obtain funding for First Monday Campaign events. Here are a few suggestions for obtaining funding:

- Student organizations or academic offices that co-sponsor your event might be able to help cover the cost of expenses.
- Ask your student life or student affairs office for suggestions on obtaining funding from student organization funds, special activities offices, your Dean's discretionary funds, and/or an academic department.
- Consider attending meetings of the student government association. Not only are student government associations good places to network with other student leaders, many also have money set aside to support new organizations on campus.

Keep in mind that when you ask for money, you will likely have to submit a budget outlining projected expenses. Below is a sample budget to use when planning for First Monday Campaign expenses and costs:

First Monday Campaign Sample Budget

Expenses

Copying	\$15
Room Reservation/Equipment Rental	25
Film	5
Handouts	5
Speaker Fees	75
Food/Drink	50

Total Costs

	\$175
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Income: Student Organization Co-Sponsorships

Student Affairs Office	\$50
Campus Progress	25
ACS Chapter	25
ACLU Chapter	25
BALSA	25
SALSA	25
Total Contributions	\$175

Please contact studentactioncampaign@afj.org if you need more suggestions for obtaining funding for your event, or if you need help creating a budget. Alliance for Justice staff members are happy to help you.