

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION COMMITTEE BUDGET REQUEST FORM

For Year:	Committee:	Person submitting Form (and SCWLA Position/Office):	Submission date:

The Treasurer and other members of the Executive Committee use this form to assist in preparing the budget for each year, which begins January 1 and ends December 31. Committees are required to use this form to submit a requested Committee budget for the coming year. Forms should be submitted to the Treasurer and Executive Director no later than October 31 each year unless the Treasurer specifies a different deadline for that particular year.

Part A of this form is to be completed by including the events and projects for the coming year. Part B is to be completed by listing the specific anticipated costs for each event or project. To be considered, there must be an explanation of the expenses/costs (how such was determined) and rationale justifying the expenditure. Use the section entitled "Use/Purpose" to further explain the expense and provide the rationale.

As you fill in the different sections of the form, the rows will expand to accommodate the information. Please feel free to add additional lines if you have more than five events/projects or if there are more than seven items/services for which the Committee needs funds, or you may continue onto additional blank sheets of paper (please indicate if doing so).

A. EVENTS AND PROJECTS PLANNED FOR THE UPCOMING YEAR.

	Title	Description	Timeline
1			
2			
3			
4			
5			

B. FUNDS NEEDED FOR THE UPCOMING YEAR.

	Item/Service	Use/Purpose	Total Cost	Notes <i>(Explanation of calculation of expenses, justification for extraordinary expenses, etc.)</i>
Program/ Project 1:				



Program/ Project 2:				
Program/ Project 3:				
Program/ Project 4:				
Program/ Project 5:				
				Total Requested Budget:
NOTES:				

