



Budgeting

Managing the budget for your student organization can be an intimidating task! However, organization and consistency with your budget can make a huge difference in the efficiency of your group's program planning.

Whether you are looking to budget for an entire semester or just one event, these tools will assist you in learning about campus resources, potential event costs, and good practices for budget management.

Budget Planning Guide

When scheduling your event, use the following guide to help determine how much planning may cost. Keep in mind that these costs are estimate and may change in the future.

Expenses	Cost	Yes/No
Venue:		
Usdan Fayerweather/ Daniel Family Commons	\$100-\$400 *based on location/size of set-up	
CFA Crowell Concert Hall/ World Music Hall	\$50 (flat fee) for sound system	
Staff:		
Custodial Services	\$36 flat rate for post meal clean-up	
Electrician	\$50/hour	
Public Safety	\$50-60/hour	
Movers	\$36/hour	
CFA House Staff	\$12-\$55/hour/staff member *each event requires at least two, and up to 5 house staff	
CFA Tech Staff	\$12-\$60/hour/staff member *based on location/difficulty of show	
Memorial Chapel House Staff	\$56/hour (2 hour minimum)	
Furniture:		
Wes Tables	\$36/hour drop-off & pick-up	
Wes Chairs	\$36/hour drop-off & pick-up	
Staging	\$36/hour drop-off & pick-up	
CT Rental Tables	\$9.50/table	
CT Rental Chairs	\$1.25/chair	
CT Rental Propane Grill	\$68/grill (w/o propane)	
CT Rental Charcoal Grill	\$50/grill (w/o charcoal)	

Note: Fridays after 3pm, Saturdays, and Sundays there is a two hour minimum charged for each staff member needed to assist your event. This charge applies each time that person comes to campus for that specific event.

Estimated Event Total:

Questions to Ponder....

Here are some important questions to think about when carefully planning your budget:

Have you reviewed any previous years' budgets? Have you shared them with the whole group?

Who else in your organization has budgeting experience? How can you utilize them as a resource?

Which activities are most important for your group to accomplish this year?

Have you outlined the potential cost of each program and estimated all expenses?

Are you aware of all of your organization's funding options? (please see *Quick Tips* section for more information)

Have you outlined your needed expenses: advertising, venue costs, staffing, equipment rentals, performers' fees, transportation, etc.?

Based on all of this information, which of your prioritized events will be fiscally possible?

How will you respond to any changes in the budget plan when they arise?

Who might be a good resource for budgeting if you have any questions?

"Empty pockets never held anyone back. Only empty heads and empty hearts can do that."

--Norman Vincent Peale



Quick Tips

Alternative Budgeting Resources:

(apart from the WSA)

Student Program Fund

Student Activities & Leadership Development

Available to offset the programmatic costs incurred by the hosting WSA organization or Wesleyan student for an event specifically designed to build community and/or build co-curricular learning experiences.

Diversity and Academic Advancement Fund

Dean for Diversity and Academic Advancement

DAAF offers high achievement opportunities to engage and affirm the intersectionalities of our vibrant, multilayered, and dynamic identities. The mission is to advocate for a positive campus climate for diversity.

Healthful Words Fund

WesWELL

Available to support the planning and implementation of student-initiated educational events which address health issues relevant to the Wes population.

Other Possibilities:

Approach student organizations that have a similar mission or focus to discuss the possibility of co-sponsorship.

Propose the event to academic departments that have a natural connection with the subject matter of the event

Apply for grants from community organizations whose missions are connected to that of your group or your event.

*For more information about the above mentioned funds visit:
www.wesleyan.edu/sald*

Pieces of Leadership
brochures are available on
the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

*The information provided in this brochure
was adapted from:*

Davidson College, Office of Student Life

For more information on the topics
listed above or to access the
resources in our
Leadership Library,
please visit the

**Office of Student Activities and
Leadership Development**

Located on the
First Floor of the
Usdan University Center
860-685-2460
or check out our website at
<http://www.wesleyan.edu/sald/>



Tips for the Wesleyan Leader

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WESLEYAN
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*Building your Leadership
one piece at a time...*