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.

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

### 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.

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

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:**

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Quick Tips

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

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

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

Building your Leadership one piece at a time...