STUDENT ACTIVITIES
PRESIDENT'S PROGRAMMING FUND
RICE UNIVERSITY STUDENT CENTER

Example SAPP Budget Submissions

Below are some examples of good budget submissions for SAPP requests. Remember that the more information you provide the committee, the better.

Example #1 - General Submission

Item	**Cost**	**Source**
1 Large cookie tray from Tiff's Treats	$150	SAPP
3 Lemonade pitchers	$10	SAPP
3 Veggie trays	$30	SAPP
2 packs of water bottles	$10	SAPP
Total	**$200**	

The club listed a breakdown of each item and the quantity they'd buy of each item and since their club isn't contributing any funds they've listed the source of each item as SAPP.

Example #2 - Club Contributions & Additional Funding

Item	**Cost**	**Quantity**	**Total Cost**	**Fund**
Marketing materials	$1.00/print	20	$20	Club
Exhibition materials	$3.00/ft	50 5-ft posters	$750	SAPP
Food: cheese party tray	$45	2	$90	SA Initiative
Food: fruit, crackers, etc.			$160	SA Initiative
Beverages			$50	Club
		Total	**$1,070**	
		SAPP Total	$750	

		SA Initiative Fund	$250	
		Club Total	$70	

If your club is contributing its own funds or applying for additional funding, it's important to note the breakdown of each source of funding and what items they will be spent on. In the example above they've listed each source of funding, the amount they have applied for or will contribute, and what each funding will be spent on.

Example #3 - Collaboration

Collaborating Clubs: Club 1, Club 2, Club 3, Club 4				
Each club is contributing $75, $300 total				
Club Funds	$300			
SAPP Funds	$100			
Total	**$400**			
Food	**Estimated Price**	**Source**	**Purchase Location**	**Quantity**
Fried Chicken	$150	Club 1 & Club 3	Popeyes	100-ish
Rice	$75	Club 2	United Sisters	2 large pans
Biscuits	$60	SAPP	Churches	30 dollars worth
Drinks	$25	Club 4	Fiesta/HEB	2 liter soda & juice
Desserts	$50	Club 4	Fiesta/HEB	Cookie trays
Fruit	$40	SAPP	Fiesta/HEB	Fruit Tray
Total	**$460**			

For collaborations it's important to note how much each club is contributing and to which specific line items they are responsible for.