

Organization Name

Logo

Introductions

Introduce yourself as presenters

Maybe include a picture because masks

Introductions

- Introduce Organization by providing background and mission

What are you requesting money for eg. Event/item

- Explain what the event/item is
 - May be helpful to put in a screenshot of the Contingency Funds Being Requested part of the Contingency Request Form**

Explanation of Requested Items	Cost
Coffee	\$20.00
Donuts	\$10.00
Total Amount of Request	\$30.00 <input type="checkbox"/>

Why are you here?

- Go into detail over why you requesting money?
- How it is gonna benefit the community/campus as a whole?
 - This is probably the most important slide because you are trying to convince everyone to grant you money, so go into detail

Expense breakdown

- Expense breakdown on how much you have used
- Or why you don't want to spend any more of your budget
 - Ex. We have this much for an event coming up and we want to keep that money for now
- It doesn't hurt to add if you have any fundraisers coming up and if those will help with expenses at all.

Expense Breakdown

How much is this particular event/item going to cost?

Explanation of Expenses	Cost
Food for meetings	\$100.00
Fall Party	\$300.00
Total Spending:	\$400.00
Total Remaining Funds:	\$400.00

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