Committee Collaboration Budget

# [Committee Name] [Committee Name] [Committee Name]

**Basic Information**

|  |  |
| --- | --- |
| Event Name |  |
| Date |  |
| Location |  |

**Description**

[Please describe the nature of the event you are planning. Include topic, logistics, how you will promote the event on campus and how you believe the lecture contributes value to attending UCU students. Please also specify how the collaboration will benefit the event]  
  
**Responsibility Division**[Please state what would be the task separation for the planning and execution of the event.]

**Budgets**

|  |  |  |
| --- | --- | --- |
| Name of Expense | Cost (in Euro) | Committee (that is responsible for purchase) |
| [Expense 1] | [X euro] |  |
| … | … |  |
|  |  |  |
|  |  |  |
| **Total** | **[Total in euros]** |  |

**Explanation of Budget**

Please elaborate on any items in the above budget, that are not self-explanatory.

[Delete This section before sending: Send the collaboration proposal no later than 2 weeks before the planned date of the event to [ucu.ucsa@uu.nl](mailto:ucu.ucsa@uu.nl) nd CC: all CAOs concerned ([pippa.jones@ucsa.nl](mailto:pippa.jones@ucsa.nl), [livian.enachescu@ucsa.nl](mailto:livian.enachescu@ucsa.nl) or [floris.muller@ucsa.nl](mailto:floris.muller@ucsa.nl) ).]