**Please type all redistribution forms and submit to the Campus Life Office, Perkins Game Room 009E.**

Organization requesting redistribution:

Date funds are redistributed for: Fall / Spring Year:

Club president name:

PSU Email: Phone:

Club Advisor name:

PSU Email: Phone:

Date redistribution was submitted:



# STEPS FOR REDISTRIBUTION REQUEST

1. On the next page, please fill out both the previous allocated event, and the new redistributed event in the appropriate tables. Please add additional rows to the item table for events requiring multiple items. Note\*\* gas is calculated at 55cents per mile.

2. Explain the nature of the program/activity? How will students and/or the campus as a whole benefit by the funding of this proposal? How will the program/activity be advertised to all students? Who is the targeted audience? Please be as specific as possible.

3. Provide an invoice whenever possible in order to justify costs. For example, if your club needs a bus, provide an invoice from the bus company to support the request.

**Please add more tables or rows as needed.**

**Previous Allocated Event**

|  |  |  |
| --- | --- | --- |
| **Program Name:** |  | **Program Description:** |
| **Program Location:** |  |
| **Anticipated Number of Attendees:** |  |
| **Total Funds Requested for Program:** |  |
| **Is this program open to the campus?** |  |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**New Redistributed Event**

|  |  |  |
| --- | --- | --- |
| **Program Name:** |  | **Program Description:** |
| **Program Location:** |  |
| **Anticipated Number of Attendees:** |  |
| **Total Funds Requested for Program:** |  |
| **Is this program open to the campus?** |  |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Sample Redistribution Budget

**Previous Allocated Event**

|  |  |  |
| --- | --- | --- |
| **Program Name:** | **Ice Cream Social** | **Program Description:**  **Our club’s ice cream social is focused on promoting the club and providing students with a social activity.** |
| **Program Location:** | **Perkins Plaza** |
| **Anticipated Number of Attendees:** | **200+** |
| **Total Funds Requested for Program:** | **$300.00** |
| **Is this program open to the campus?** | **Yes** |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
| Vanilla Ice Cream | $20.00 | 5 | $100.00 | Food Services |
| Chocolate Ice Cream | $30.00 | 5 | $150.00 | Food Services |
| Plastic Spoons | $0.50 | 100 | $50.00 | Walmart |
| Foam Bowls | $0.50 | 100 | $50.00 | Target |

**New Redistributed Event**

|  |  |  |
| --- | --- | --- |
| **Program Name:** | **Sustainability Conference** | **Program Description:**  **Funds will be used to provide transportation and a hotel room for club members to attend a sustainability conference at Penn State Berks and enhance their knowledge of green technologies.** |
| **Program Location:** | **Perkins Plaza** |
| **Anticipated Number of Attendees:** | **30** |
| **Total Funds Requested for Program:** | **$200.00** |
| **Is this program open to the campus?** | **Yes** |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
| Plastic Spoons | $100.00 | 1 | $100.00 | Food Services |
| Vanilla Ice-cream | $0.50 | 200 | $100.00 | Food Services |
|  |  |  |  |  |