

Requested: \$984.91
Allocated: \$758.91
Approved: yes or no

**STUDENT GOVERNMENT BUDGET COMMITTEE
SEMESTER ALLOCATION REQUEST FORM**

Organization requesting funds: Berks Care

Contact person name: Anh Duong

PSU Email: ahd5099@psu.edu

Phone: 610-451-5580

Club Advisor name: Autumn Fritz

PSU Email: amr40@psu.edu

Phone: 610-396-6098

Emailed allocation
11/4/2017

Date budget submitted:

X [Signature]
Club President Signed Name

X [Signature]
Advisor Signed Name

STEPS FOR BUDGET REQUEST

1. On the next page, copy and paste a table for each program your club is hosting or attending. An itemization table for each of the items needed is under the program table. Please add additional rows to the item table for events requiring multiple items. Note** gas is calculated at 55 cents 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.

Club had also submitted a draft prior to this that I had looked over.

RECEIVED
OCT 30 2017

12:30 pm
[Signature]

✓ Program Name:	Random Act of Kindness	Program Description: We will have a chocolate fountain. Students will be able to dip fruit or marshmallows into the fountain. It will be a quick pick-me-up for stress relief. With this event, students also have the opportunities to communicate with new friends while enjoying some sweet treats.
✓ Program Location:	Perkins	
✓ Anticipated Number of Attendees:	50	
✓ Total Funds Requested for Program:	175.00	
✓ 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
✓ Chocolate fountain, Strawberry, Large Marshmallow, Graham crackers	3.50/guest	50	175.00	H&F Services

<https://berkscampusliving.psu.edu/beverages>

_Sources from emailing Linda (H&F services manager)

✓ Program Name:	Random Act of Kindness	Program Description: This will be a hot chocolate social. Students will be able to mingle with each other as they drink hot chocolate. This will brighten their day as well as build a sense of community.
✓ Program Location:	First Floor Perkins	
✓ Anticipated Number of Attendees:	+50 people	
✓ Total Funds Requested for Program:	148.5	
✓ Is this program open to the campus?	Yes	
Amount Of	None	

Funding From Other Sources:		
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Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
<u>Hot Chocolate</u>	2.25	50	112.5	H&F Services
<u>Cookies</u>	9.00	2	18	H&F Services
<u>Brownies</u>	9.00	2	18	H&F Services

<https://berkscampusliving.psu.edu/beverages>

<https://berkscampusliving.psu.edu/desserts>

Program Name:	Random Act of Kindness	Program Description: This event will take students' minds off stressful final projects. We will provide the supply for sand art for students to have fun when final coming.
Program Location:	Perkins	
Anticipated Number of Attendees:	30	
Total Funds Requested for Program:	47.18	
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
<u>Ball 4oz Jelly Jar (12ct)</u>	8.36	3	25.08	Walmart
<u>Scenic sand</u>	2.73	7	19.11	Walmart
<u>Decorated Ribbon</u>	2.99	1	2.99	Target

<https://www.target.com/p/ball-12ct-4oz-quilted-jelly-jar/-/A-50624171#lnk=sametab>

https://www.walmart.com/ip/Scenic-Sand-1lb/25271379?action=product_interest&action_type=title&beacon_version=1.0.2&bucket_id=irsbucketdefault&client_guid=5712a7eb-7ce3-43ba-34a3-c9316c2db059&config_id=2&customer_id_enc&findingMethod=p13n&guid=5712a7eb-7ce3-43ba-34a3-c9316c2db059&item_id=25271379&parent_anchor_item_id=35648537&parent_item_id=35648537&placement_id=irs-2-m2&reporter=recommendations&source=new_site&strategy=PWVUB&visitor_id=Rqv7TPIJe1yLmPLM-xGr9g

<https://www.target.com/p/decorative-ribbon-spritz-153/-/A-14769294#lnk=sametab>

Program Name:	Commuter Day	Program Description: This program will provide free bagels and tea to commuters. It gives our commuter a quick grab and go energy for the day.
Program Location:	Commuter Lounge	
Anticipated Number of Attendees:	50	
Total Funds Requested for Program:	178.5	
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
<u>Bagel with cream cheese</u>	\$2.49	50	124.5	H&F Services
<u>Large Urn of Tea</u>	\$54.00	1	54	H&F Services

<https://berkscampusliving.psu.edu/breakfast>

<https://berkscampusliving.psu.edu/beverages>

Program Name:	Commuter Day	Program Description: The purpose of this event is creating a nice and friendlier environment on campus for commuters. This event will give
Program Location:	Commuter Lounge	
Anticipated	50	

Number of Attendees:	50	our commuter a useful source of energy for the day by providing a nice lunch with corndog and drinks.
Total Funds Requested for Program:	125.00 \$50.00	
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
X Corn dog	1.50	50	75.00	H&F Srevicees
W Pitchers of lemonade	1.25/guest	50	50	H&F Srevicees

No documentation, I could not find it on the website

<https://berkscampusliving.psu.edu/beverages>

Program Name:	Lovely Valentines	Program Description: We will be taking pictures with a Polaroid camera of any participants and giving them the opportunity to decorate their picture frames. This events will create bonding on campus when students can have a picture with their friends or significant others.
Program Location:	Perkins or Thun Library	
Anticipated Number of Attendees:	50	
Total Funds Requested for Program:	71.76	
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
Fuji Film Instant Mini (50 Prints)	\$34.99	1	\$34.99	Ebay
Polaroid frame (10Ct)	\$6.46	5	32.3	Ebay

<u>Valentines stickers</u>	\$1.49	3	4.47	Michael's
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<https://www.michaels.com/sticko-metallic-bissful-hearts-stickers/10153906.html#q=valentine+sticker&start=1>

<https://www.ebay.com/itm/50-Prints-Fuji-Fujifilm-Instax-Mini-Instant-Film-w-Cloth-for-Polaroid-300-Camera-/171918769226?hash=item2807283c4a:g:LgAAOSwB09YJMbA>

https://www.ebay.com/itm/10PC-Desktop-Paper-Frames-Stand-For-Fujifilm-Instax-Mini70-8-Polaroid-Photo-Film/162046344137?_trkparms=aid%3D222007%26algo%3DSIM.MBE%26ao%3D2%26asc%3D41376%26meid%3D0cfc17e61eb84a2d82aa97fc54c7789e%26pid%3D100005%26rk%3D3%26rkt%3D5%26sd%3D263223906984&_trksid=p2047675.c100005.m1851

Program Name:	Appreciation Day	Program Description: We will be collaborate with Student for <u>Sustainability</u> to have a table reserve in Perkins with thank you note and cards so students will be able to pick up a thank you cards to send it to any faculties or staffs.
Program Location:	Perkins	
Anticipated Number of Attendees:	30	
Total Funds Requested for Program:	11.97	
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
<u>Sunshine Thank you Cards (10ct)</u>	\$3.99	1	3.99	Target
<u>Rainbow Water Color Thank you cards (10ct)</u>	\$3.99	1	3.99	Target
<u>Foggy Forest Thank you card (10ct)</u>	\$3.99	1	3.99	Target

<https://www.target.com/p/10ct-sunshine-thanks-thank-you-cards/-/A-15723782#lnk=sametab>

<https://www.target.com/p/rainbow-water-color-thank-you-cards-with-envelopes-10-count/-/A-14299896#lnk=sametab>

<https://www.target.com/p/10ct-foggy-forest-thank-you-card/-/A-14299904#lnk=sametab>

✓ Program Name:	Ice cream social	Program Description: We will be collaborating with the Student for Sustainability to hold an ice cream social in order to have our members bond and hopefully have more students join our club.
✓ Program Location:	Perkins	
✓ Anticipated Number of Attendees:	50	
✓ Total Funds Requested for Program:	76.00	
✓ 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
✓ Death of Chocolate Creamary Ice Cream	38.00	1	38.00	H&F Services
✓ Chocolate Chip cookie dough	38.00	1	38.00	H&F Services

<https://berkscampusliving.psu.edu/desserts>

No documentation provided
incomplete event

Program Name:	Senior and Kids Day	Program Description: An event to bring volunteer opportunity to the students of Berks and interact with residents in Country Meadows Planning is underway
Program Location:	Country Meadows	
Anticipated Number of Attendees:	25	
Total Funds Requested for Program:	\$157.00 \$0.00	
Is this program open to the	yes	

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

Item Name	Unit Price	Quantity	Item Total	Location
Tubs of ice cream	\$38.00	2	\$76.00	HAF services
Decorations Decor	\$75.00		\$75.00	Party City