

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

Requested: \$2,400.00  
Approved: yes or no  
Allocated: \$2,000.00

Organization requesting funds: Berks Theatre Society

Contact person name: Kayla Kasmari

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Phone: 570-573-3216

*Emailed allocations  
11/4/2017*

Club Advisor name: Jim N. Brown

PSU Email: jnb20@psu.edu

Phone: 267-258-2341

Date budget submitted: 10/30/17

X Kayla Kasmari  
Club President Signed Name

X James M Brown  
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.

**RECEIVED**  
OCT 30 2017

11:23am  
SLM

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Please add more tables or rows as needed.

<b>Program Name:</b>	Working in the recorded book industry workshop	<b>Program Description:</b> Julia Motyka, who is established in the recorded book industry will run a series of workshops, that will total 12 hours all together, to teach the students an overview of the recorded book industry and how to enter the business.  <i>Honoma</i>
<b>Program Location:</b>	Perkins auditorium	
<b>Anticipated Number Of Attendees:</b>	25	
<b>Total Funds Requested For Program:</b>	<del>\$1,600</del> <i>\$1,200.00</i>	
<b>Is This Program Open To The Campus?</b>	Yes	
<b>Amount Of Funding From Other Sources:</b>	\$0	

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

Item Name	Unit Price	Quantity	Item Total	Location
Contract with Julia Motyka	\$1,600	1	<del>\$1,600</del> <i>\$1,200.00</i>	N/A

<b>Program Name:</b>	The business of the business	<b>Program Description:</b> Catherine Catanach will run a series of workshops on multiple topics that will last a total of 8 hours. Those topics varying from what business structure works for what kind of work, record keeping for profit and not-for-profit businesses, and grant writing for not-for-profit art organizations.
<b>Program Location:</b>	Perkins Auditorium	
<b>Anticipated Number Of Attendees:</b>	25	
<b>Total Funds Requested For Program:</b>	<i>\$800</i>	
<b>Is This Program Open To The Campus?</b>	Yes	
<b>Amount Of Funding From Other Sources:</b>	\$0	

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

Item Name	Unit Price	Quantity	Item Total	Location
Contract with Catherine Catanach	\$800	1	\$800	N/A

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Budget request information from The Berks Theatre club to the Berks SGA, 10/18/17

The Berks Theatre club is working with two presenters to craft a slate of workshops that we would like to schedule for the Spring 2018 semester. ✓

The first presenter is Julia Motyka (<https://www.broadwayworld.com/people/Julia-Motyka/>), a professional actor based in the New York area. She been a professional reader/producer of recorded books for over a decade, working with production houses such as Audible and Recorded Books. We would like to contract with her for a multiple set of presentations that would include: 1) an overview of the recorded book business and 2) how to work as a recorded book artist. From our discussions with her, we anticipate that the presentations would take a minimum of 12 hours. For this set of presentations, ✓

we think that \$1,600.00 would pay her prep time, teaching time, and cost of her travel between New York and Berks.

The second presenter is Catherine Catanach. She holds an M.S. in Arts Administration from Drexel University and has two decades experience working for organizations in both the not-for-profit and profit sectors. We have asked her to prepare presentations in several areas: 1) Business structure for individuals, 501C3 vrs LLC: What business structure works for what kind of work?; 2) Record keeping: profit and nor-for-profit; 3) Grant Writing for not-for-profit arts organizations. In speaking with Ms. Catanach, we think the material for the first area, Business structure for individuals, 501C3 vrs LLC can be presented in an 8-hour format. We would like to ask for a budget of \$800.00 for this project. ✓

Total budget request for the Theatre club for Spring, 2018: \$2,400.00

This request is in process. The presenters will be sending us a detailed format for their presentations and the topic areas that they will cover. As soon as that information is available, we will pass it on to the appropriate SGA representatives for presentation to the organization.

