

STUDENT GOVERNMENT BUDGET COMMITTEE
SEMESTER ALLOCATION REQUEST FORM

Requested: \$3,122.48
Allocated: \$1,941.78
Approved: yes or no

Organization requesting funds: Black Student Union

Contact person name: Krisann Cruickshank

Emailed allocation on 11/4/2017

PSU Email: kjc5521@psu.edu

Phone: 215-678-8289

Club Advisor name: Joe Webb

PSU Email: jjw26@psu.edu

Phone: 610-396-6072

Date budget submitted:

X Krisann Cruickshank
Club President Signed Name

X Joseph Webb
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.

After looking at documentation and specifics found on the "budget requestor handbook", your club has been allocated \$1,941.78.

RECEIVED
OCT 30 2017
4:57 p.m. YRT

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

Please add more tables or rows as needed.

Program Name:	Roll Bounce W/ BSU	Program Description: The purpose of Roll Bounce W/ BSU is a fun and creative way to unwind from classes and have fun as a student body. We will rent out the skating rink that will require \$200.00. Also it will only cost students \$3.00 to rent skates.
Program Location:	Skateaway	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$200.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
Rent Skateaway	\$200.00	1	\$200.00	Skateaway

Program Name:	For The Culture (Black History Month)	Program Description: For the Culture is an event for BSU to enlighten students on campus about black culture. From Black education, music, history, and sports, the event is to shine a light on the accomplishments of our people. This event will happen within black history month. We are collaborating with Step Team. This event will require creative materials from Michaels.
Program Location:	MPR Room	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$90.78	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
Trifold Boards	\$5.49	10	\$54.90	www.michaels.com
Plastic Lacing	\$2.99	12	\$35.88	www.michaels.com

Program Name:	The Dating Game (Black Student Union)	Program Description: This event will be during Black history month. The purpose of this event is to conduct a game centered around love on Valentine's Day.
Program Location:	MPR	
Anticipated Number Of Attendees:	50+	

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

Total Funds Requested For Program:	\$275.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
Ice Tea (Bulk)	\$1.25	100	\$125.00	Tully's
Cupcakes	\$1.50	100	\$150.00	Tully's
Water	\$0.00	Bulk 100	\$0.00	Tully's

Program Name:	Poetry Slam	Program Description: The purpose of this event is to provide an interactive event for students to showcase creativity. Technology will be required.
Program Location:	MPR	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$250.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
Cupcakes	\$1.25	100	\$125.00	Food Services
Ice Tea (Bulk)	\$1.25	100	\$125.00	Food Services
Water (Bulk)	\$0.00	100	\$0.00	Food Services

Program Name:	Ice Cream Social	Program Description: The purpose of this ice cream sociable is to unite different people on campus and to enlighten students about BSU.
Program Location:	Perkins Plaza	
Anticipated Number Of Attendees:	100+	
Total Funds Requested For Program:	\$96.00 \$76.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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	\$38.00	1	\$38.00	Food Services
Chocolate Ice Cream	\$38.00	1	\$38.00	Food Services
Plastic Spoons	\$1.00	100	\$10.00	Food Services
Foam Bowls	\$1.00	100	\$10.00	Food Services

No documentation

**STUDENT GOVERNMENT BUDGET COMMITTEE
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Program Name:	We Matter	Program Description: A committee based event that includes collaboration with all the clubs on campus. Our part of this event is anything that includes cultural diversity between everyone.
Program Location:	TBA	
Anticipated Number Of Attendees:	TBA	
Total Funds Requested For Program:	\$200 \$0.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location

Program Name:	BSU Souvenirs	Program Description: The Purpose of BSU souvenirs is to give out different items to spread the word about our club.
Program Location:	TBA	
Anticipated Number Of Attendees:	TBA	
Total Funds Requested For Program:	\$703.50 \$50.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
Customized Pens	\$1.29	250	\$322.50	discountmugs.com
Customized Sunglasses	\$0.76	300	\$228.00	discountmugs.com
Customized Sunglasses Setup Charge	\$153.00	1	\$153.00	discountmugs.com

Program Name:	Splash w/ BSU: 3rd Annual Pool Party	Program Description: Splash with BSU is a pool party that takes place during BSU Weekend. This pool party allow campus to unwind and take a swim with fellow peers before finals. *Previous year invoice attached, new invoice can't be created without deposit but same price was discussed with Kyle Lincoln (Pool Coordinator)
Program Location:	Body Zone	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$500.00	
Is This Program Open To The Campus?	Yes	

No items listed

SGA can fund up to \$50.00 for promotional items

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

Amount Of Funding From Other Sources:	\$0.00
----------------------------------------------	---------------

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

Item Name	Unit Price	Quantity	Item Total	Location
Rental	\$500.00	1	\$500.00	Body Zone

Program Name:	BSU Cookout	Program Description: BSU cookout is an event open to campus allowing those to have their last moment of fun before studying for finals. The 3rd annual Umoja/Unity Cookout is tradition for BSU with free food, games, music, and laughter as we say our farewells. The cookout is open to the campus.
Program Location:	TBA	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$807.20 \$500.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

Item Name	Unit Price	Quantity	Item Total	Location
Burgers	4.00	25	100	Food Services
Hot Dogs	2.00	25	50	Food Services
Baked Beans	1.55	50	77.5	Food Services
Green Beans	1.55	50	77.5	Food Services
Macaroni & Cheese	3.50	50	175	Food Services
Bulk Water	.30	50	15	Food Services
Bulk Lemonade	1.25	50	62.50	Food Services
Bulk Iced Tea	1.25	50	62.50	Food Services
Macaroni Salad	1.55	50	77.5	Food Services
Watermelon	1.99	30	59.70	Food Services
Full Sheet Cake	50.00	1	50	Food Services

SGA can fund up to \$500.00 in food per event

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

Sample Semester Allocation Request

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:	\$96.00	
Is this program open to the campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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	\$38.00	1	\$38.00	Food Services
Chocolate Ice Cream	\$38.00	1	\$38.00	Food Services
Plastic Spoons	\$1.00	100	\$10.00	Food Services
Foam Bowls	\$1.00	100	\$10.00	Food Services

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 University Park to enhance their knowledge of green technologies.
Program Location:	University Park	
Anticipated Number of Attendees:	4	
Total Funds Requested for Program:	\$175.00	
Is this program open to the campus?	Yes	
Amount Of Funding From Other Sources:	Sustainability grant: \$250	

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

Item Name	Unit Price	Quantity	Item Total	L o c a t i o n
Days Inn Hotel	\$100.00	1	\$100.00	D a y

Skateaway
Family Fun & Sports Center



Skateaway

PRIVATE PARTIES AND FUNDRAISERS

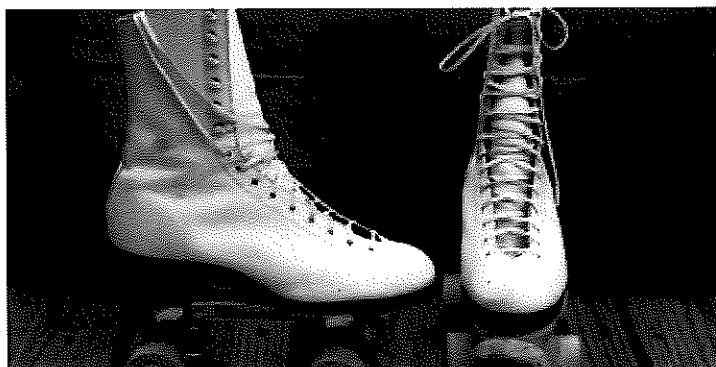


Dates become booked fast because of the many church and school groups that have parties here at Skateaway.

If you are interested and would like more information on an available date, call us at 610-777-4000 or Email us at info@skateaway.net.

All it takes is a \$75.00 deposit to hold your date.

Private Party/Fundraiser Information



Rink Rental
2 Hours \$200.00

Skateaway
Family Fun & Sports Center



A deposit of \$75.00 is needed in order to reserve your date. Balance is due the night of your party. Additional costs may apply for food, skate rentals & bringing you own food.

610-777-4000 or Email us at info@skateaway.net.

Private Hockey Party Information



Rink Rental - \$50.00 per hour

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Powered by GoDaddy GoCentral Website Builder

For the Culture - Trifold Boards

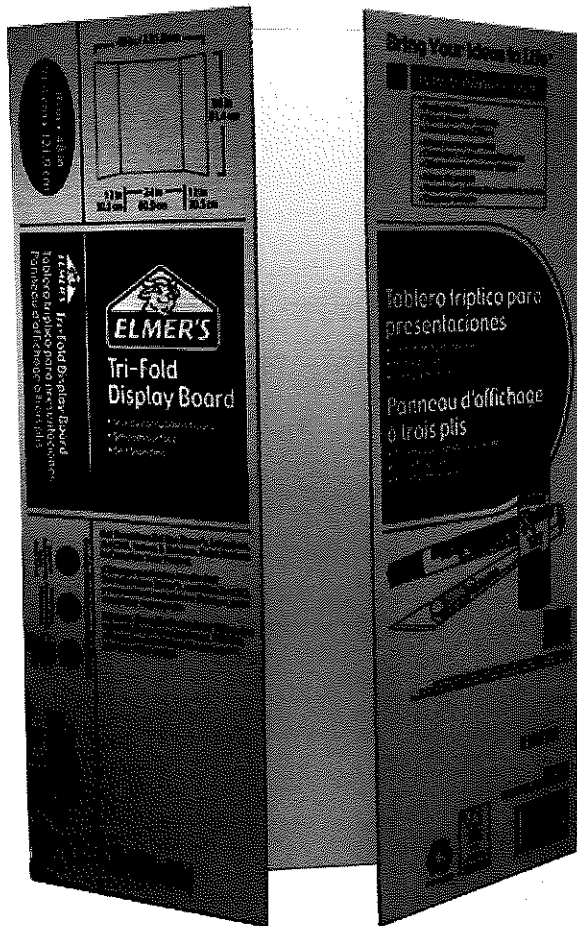
Elmer's® Corrugated Tri-Fold Display Board White

Item # 10061591



4.8 (50)

[Write A Review](#)



\$5.49 ea.

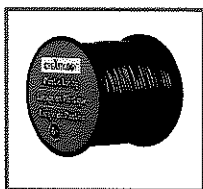
Ship:

In stock & ready to ship

Store Availability:

[Find a store to check availability](#)

For the Culture -
Plastic Lacing



\$2.99 x 12

COLOR:

View By: Color | Name



1 - 12 of Colors

Select product options to see availability

ADD TO CART

Print

Home ↔ Catering → Catering Menus



DESSERTS

Our cookies, cakes, pies, and cheesecakes are baked specially for us at the Penn State Bakery.

Standard Cakes & Pies (per guest) \$2.99

- PSU Blue Cake
- White Cake with Vanilla Filling
- Kahlua Cake
- Carrot Cake
- Key Lime Pie
- Old Fashioned Chocolate Cake
- Fruit Crumb Pies - Apple, Blueberry or Cherry
- Whipped Peanut Butter Creme Pie

Cheesecake (per guest) \$3.75

- Vanilla Bean
- Turtle
- Red Velvet
- Pumpkin (available fall only)

Cakes, Cupcakes, & More

- ¼ Sheet Cake (serves 15) \$20.00



- o ½ Sheet Cake (serves 30) \$30.00
- o Full Sheet Cake (serves 60) \$50.00
- o Bite Size Cupcakes – per dozen \$9.00
- o Cupcakes – each \$1.50
- o Whoopie Pies (assorted flavors available) – per dozen \$12.00
- o Pumpkin Cookies with Cream Cheese Frosting – per dozen \$12.00 (Fall Only)
- o Assorted Cookies and/or Brownies \$9.00
- o Decorated Seasonal Cookies \$18.00
- o Trifle (Choose from Angel Food Cake & Fruit, Brownie, or Pumpkin) \$25.00
- o Creamery Ice Cream – Assorted Flavors (serves 50) \$38.00
- o Angel Food Cake, Pound Cake or Chocolate Whiskey Cake w/Seasonal Fruit \$2.99

Catering Guidelines

Catering Menus

Breakfast

Buffets

Dinner

Lunch

Pizza and Picnics

Receptions

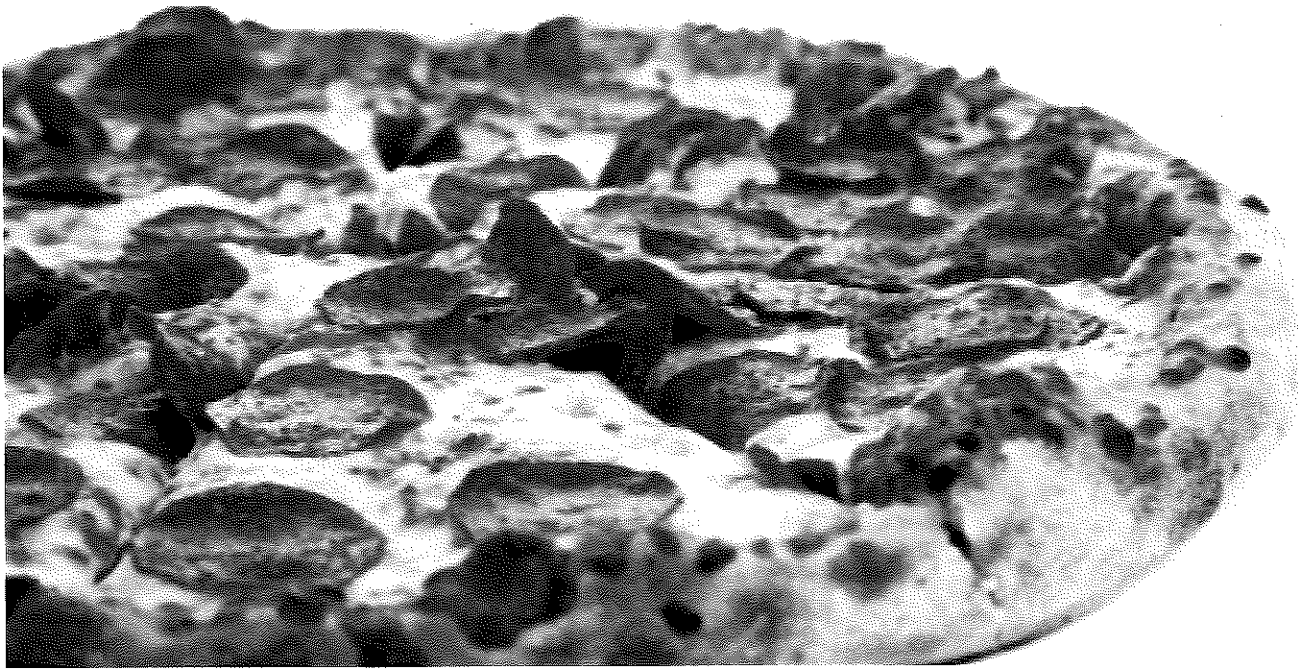
Break Services

Beverages

Desserts

Request to Serve/Sell Food

Home → Catering → Catering Menus



PIZZA AND PICNICS

Whole Pizzas (8 slices/pie)

- Cheese \$12.99
- Pepperoni or Sausage \$14.99
- Supreme \$16.99

Pizza Buffet \$9.99 per guest

- Two Slices of Cheese or One Topping Pizza
- Tossed Garden Salad
- Cookies (2)
- Bottled Beverage

Picnic Favorites (prices per guest)

- Burgers \$4.00
- Hot Dogs \$2.00
- Kentucky BBQ Turkey \$5.25
- BBQ Chicken \$5.00

Side Dishes (prices per guest)

- Macaroni, Potato, or Pasta Salad \$1.55
- Tossed Side Salad \$2.45
- Baked Beans \$1.55
- Fresh Corn on the Cob \$1.95
- Watermelon \$1.99

Catering Guidelines

Catering Menus

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Pizza and Picnics

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Beverages

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Request to Serve/Sell Food

Fish & Seafood Entrees (prices per guest)

- Teriyaki Salmon \$7.95
- Dill Salmon Fillets \$7.95
- Jumbo Lump Crab Cakes – a Berks Specialty! \$11.95
- Seafood Stuffed Flounder \$5.99
- Cajun Tilapia \$4.50

Asian Cuisine (prices per guest)

- Sesame Chicken \$5.75
- Beef and Broccoli \$5.75
- Vegetable Lo Mein \$3.25
- Vegetarian Fried Rice \$3.25
- Spring Rolls (Vegetarian or Pork) \$3.25

Puerto Rican Cuisine (prices per guest)

- Pernil (Roasted Pork with Sofrito) \$5.50
- Pollo (Chicken Breast with Adobo) \$5.00
- Arroz con Color (Spanish Rice) \$1.55
- Pastellios (Beef Empanadas) \$2.99

Pasta (prices per guest)

- Lasagna with cheese, beef or grilled vegetable \$4.50
- Stuffed Shells (2 per person) \$3.50
- Spaghetti with Sauce (Served with Marinara & Meat Sauce) \$3.50
- Linguini with Roasted Vegetables \$3.75
- Macaroni & Cheese \$3.50
- Four Cheese Baked Penne \$3.75
- Potato Gnocchi With Basil Pesto \$3.99

Vegetarian Entrees (may also be used as side dishes, prices per guest)

- Vegan Spinach and Mushroom Turnovers \$2.50
- Gorgonzola and Mushroom Quesadillas \$2.50
- Vegan Stuffed Peppers \$3.00
- Cheese Filled Portabella Mushrooms \$4.00
- Handmade All Vegetable Burgers \$3.50
- Grilled Eggplant Parmesan \$3.50
- Vegan Pot Pie Muffins \$2.50
- Vegan Roasted Root Vegetable Pot Pie \$2.50

Side Dishes (prices per guest)

- Green Beans \$1.55
- Steamed White Rice \$1.55
- Broccoli \$1.55
- Roasted Sweet Potatoes \$1.55
- Mixed Vegetables \$1.55
- Wild Rice \$1.55
- Corn \$1.55
- Rice Pilaf \$1.55
- Mashed Potatoes \$1.55
- Couscous with Mushrooms \$1.55
- Roasted Red Potatoes \$1.55
- Quinoa Pilaf \$1.55
- Tossed Salad \$2.45
- Caesar Salad \$2.45
- Baked Potatoes with Sour Cream, Butter, and Chives \$1.75
- Salad of the Day (Chef's Choice of Pasta, Tortellini, Potato, Quinoa, Cucumber, or Cucumber & Tomato) \$1.50
- Garlic Bread or Rolls \$1.50
- Soup of the Day (per gallon – serves 16) \$40.00

Catering Guidelines**Catering Menus**

Breakfast

Buffets

Dinner

Lunch

Pizza and Picnics

Receptions

Break Services

Beverages

What would you like to personalize?

Search

New Customers use code FREE for Free Shipping & Setup on \$99+ Orders

Shopping Cart

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Souvenirs

Ready for Check Out

Product

1. Excel Pen

(<http://www.pens.com/pens-and-writing/excel-pen/dxl>)

Quantity	Price	Action
250	250 x \$1.29 = \$322.50	../detail/index.jsp?serviceItemGroupId=sig5107926370
1	Setup Charge \$16.95	
1	Logo Charge \$40.00	
	Discount: (\$56.95)	
	Total: \$322.50	

Special Offer:

Add 80 more for just \$1.06 each.

ADD

Shipping costs will be calculated during checkout. Higher rates apply to shipments to Alaska, Hawaii and US territories.


Product Total: \$322.50

Enter Your Promo or Coupon Code! What's This? Enter your code here to access sale pricing and special promotions. Only one promo or coupon code may be used per order


Apply

CHECK OUT


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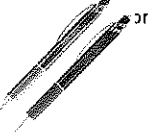
LaserGrip Pen
[VIEW](#)



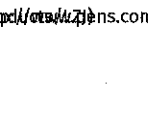
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Esprit Pen
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Jonas Pen
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Deluxe Madison Pen
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Madison Flashlight
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Contact Information

Email Address
Shipping Address

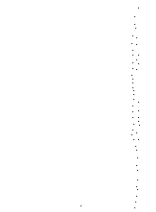
Do you require blind shipping? No Yes
 (Additional \$10.00) What is Blind Shipping?

Type of Location Business Residential Tradeshow/Exhibition

First Name
Last Name

Shopping Cart
 SGL01 Two Tone Sunglasses

Quantity	Setup & Other	Shipping	Total
300 (\$0.76 ea.)	\$153.00 view details	FREE	\$381.00



Your Design [\(edit\)](#)
 Edit

Imprint Method: Order with Logo
Product Color: BLACK
Print Position: LeftLeftRightRight
No. of Imprint Colors: 2-Colors
Imprint Color(s): White Custom

Add Promo Code (Optional)

Order Summary

Need help?



Special Event Agreement

BZ Contact: Kyle Lincoln Phone: 610-376-2100 ext 225
Email: klincoln@bodyzonesports.com

Company Contact Information
Contact: Destinee J. Speech Title: Vice President
Company/Organization: Black Student Union (Penn State Berks)
Address: 2080 Tulpehocken Road
City: Reading State: PA Zip: 19610
Phone(w): 215-327-1832 Fax: N/A
Email: djs5961@psu.edu

WRC Sports and Fitness, Limited Partnership("Body Zone Sports and Wellness Complex") and the undersigned enter into this agreement, for the promotion, advertisement, rental or use of facility at **Body Zone Sports and Wellness Complex**. **Body Zone Sports and Wellness Complex** and the undersigned are independent contractors and are not considered agents of each other. Undersigned agrees to indemnify, defend, and hold **Body Zone Sports and Wellness Complex** harmless from any loss, liability, or damage incurred by **Body Zone Sports and Wellness Complex** arising out of or in connection with the performance by **Body Zone Sports and Wellness Complex** of this agreement. The foregoing indemnity shall specifically survive the termination of this agreement. Details of this agreement can be found below.

Event: Penn State Berks Pool Rental
Date: April 9, 2016 Time: 6:30pm – 9:30pm
Venue(s): Pool
Total Cost: \$500 Deposit: \$250 Due Date: See Notes

Body Zone: Kyle Lincoln
Date: November 9, 2015
Customer: Destinee J. Speech (Penn State Berks)
Date: April 9, 2016

Notes: 3 hours of swimming for Penn State Berks students while interacting with fellow peers.

- All attendees must bring PSU ID when signing in.
- Max number of attendees 50.
- Deposit and agreement must be received no later than March 1, 2016.
- Please send to: Body Zone Sports and Wellness Complex
3103 Paper Mill Road
Wyomissing, PA 19610
Attn: Kyle Lincoln Aquatics Coordinator

