

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE

REQUESTED: \$ 2,969.31

ALLOCATED: \$ 231.00

APPROVED: YES or NO

Please type all proposals and submit to the SGA Office, Perkins Game Room 009E.

Organization requesting funds: Blue and White Society

Date funds are requested for: Spring Year: 2018

Contact person name: Jasmine Stansbury

PSU Email: jss5774@psu.edu Phone: 267-474-5514

Club Advisor name: Heather Angstadt

PSU Email: hla2@psu.edu Phone: 610-396-6052

Date budget submitted: October 30, 2017

RECEIVED
OCT 30 2017
3:21 PM JH

X

Club President Signed Name

X

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 53.5 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.

Financial Manager Notes:

Please provide accurate pricing from sources and provide documentation to justify the cost of each of the items on the next budget request.

100

100

100

100

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Please add more tables or rows as needed.

Program Name:	All Hoops Day	Program Description: All Hoops Day is a day filled with fun. Blue and White Societies from all campuses visits University Park and have the opportunity to see famous land marks, visit the Creamery and cheer on the men's basketball team and hockey team.
Program Location:	Pennsylvania State University-University Park	
Anticipated Number of Attendees:	15	
Total Funds Requested for Program:	\$400.00 \$0.00	
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
Driver, Mileage, Transportation	\$400.00	1	\$400.00	UP

Program Name:	Penn State's Birthday (Psu Birthday)	Program Description: This is a celebration of Penn State's Birthday. The Blue and White Society is celebrating by giving out cake and ice cream to students, faculty and staff.
Program Location:	Perkins Lobby	
Anticipated Number of Attendees:	70	
Total Funds Requested for Program:	\$126.00 ✓	
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
Cake	\$50	1	\$50	Tully's Catering
Ice Cream	\$38.00 (Each)	2	\$76	Tully's Catering

Program Name:	Valentine's Day (Lionettes Day)	Program Description: Celebration for Valentine's Day. Blue and White Society take photos of students with the Nittany Lion in Perkins Lobby in front of a beautiful backdrop and balloons and they are able to keep the polaroid photos.
Program Location:	Perkins Lobby	
Anticipated Number of Attendees:	60	
Total Funds Requested for Program:	\$58.94 \$0.00	
Is this program open to the campus?	Yes	

Item Name	Unit Price	Quantity	Item Total	Location
Photo Paper	\$15.99	2	\$31.98	Target
Balloons (Red)	\$2.99	1	\$2.99	Party City
Balloons (Pink)	\$2.99	1	\$2.99	Party City
Balloons (White)	\$2.99	1	\$2.99	Party City
Backdrop	\$17.99	1	\$17.99	Oriental Trading

I would need an itemized list simply listing transportation does not suffice

XXXX

No documentation provided

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Program Name:	Blue and White Man Hunt	Program Description: This event is to give students a chance to have fun playing Manhunt outside.
Program Location:	Alumni Pavilion	
Anticipated Number of Attendees:	100	
Total Funds Requested for Program:	\$27.48 \$0.00	
Is this program open to the campus?	Yes	

Item Name	Unit Price	Quantity	Item Total	Location
X Glow Sticks	\$18.99 (50 necklaces)	1	\$18.99	Alumni Pavilion
X Glow Bracelets	\$8.49 (bracelets)	1	\$8.49	Alumni Pavilion

No documentation provided

Program Name:	Blue and White Tie Dye	Program Description: One of our annual events that all students seem to love is our Tie Dye Event. Come out to make a T- shirt for \$2
Program Location:	Multi-Purpose Room	
Anticipated Number of Attendees:	150	
Total Funds Requested for Program:	\$497.39 \$0.00	
Is this program open to the campus?	Yes	

Item Name	Unit Price	Quantity	Item Total	Location
X Table cloths	\$2.19	4	\$8.76	Walmart
X Zip Lock Bags	\$4.46	3	\$13.38	Walmart
X Gloves	\$9.24	3	\$27.72	Walmart
X T-shirts	\$14.29 (S, M, XL, 2XL, 3XL)	15	\$214.35	Walmart
X T-shirts	\$16.56 (L)	3	\$49.68	Walmart
X T-shirts	\$14.98 (S, M, L, XL)	8	\$119.84	Walmart
X T-shirts (V-Necks)	\$ 6.96 (S, M, L, XL) Kids Shirts	8	\$55.68	Walmart
X Glad Gallon Trash Bags	\$7.98	1	\$7.98	Walmart

No documentation provided

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Program Name:	Blue and White We Are Wednesday	Program Description:
Program Location:		
Anticipated Number of Attendees:		
Total Funds Requested for Program:		
Is this program open to the campus?		

Empty

Item Name	Unit Price	Quantity	Item Total	Location

Program Name:	Blue and White Paint and Plant	Program Description: Event during spring week for students to paint terracotta pots and plant flowers
Program Location:	Perkins lawn	
Anticipated Number of Attendees:	20	
Total Funds Requested for Program:	\$90.00 \$0.00	
Is this program open to the campus?	yes	

Item Name	Unit Price	Quantity	Item Total	Location
Pots	\$14.99 per Dozen	2	\$29.98	Home Depot
Plants (Dwarf Sunflower Seeds)	\$1.58	25	\$39.50	Home Depot
Soil	\$7.97	1	\$7.97	Home Depot
Gloves	\$4.47 (50 count)	1	\$4.47	Home Depot

(Handwritten mark)

No documentation provided

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Program Name:	Blue and White Bus Trip	Program Description: To take students to the Blue White game at University Park
Program Location:	University Park	
Anticipated Number of Attendees:	47	
Total Funds Requested for Program:	\$1581 \$80.00	
Is this program open to the campus?	yes	

No documentation, I need an invoice from the company attached along with this document

Item Name	Unit Price	Quantity	Item Total	Location
Bus	\$1581	1	\$1581	Departure Penn State Berks

Quote from klien Bus Company
 Departure at 7am – return 8pm
 47 passenger bus \$1581
 54 Passenger bus \$1739

Program Name:	Blue and White Welcome Back Party	Program Description: Blue and White beginning of the semester party.
Program Location:	Thun Library	
Anticipated Number of Attendees:	47	
Total Funds Requested for Program:	105.00	
Is this program open to the campus?	yes	

SGA will fund this much, the remaining amount will need to be funded by B & W Society

Item Name	Unit Price	Quantity	Item Total	Location
Hot Chocolate	\$60.00 2.25	47	\$60.00 117.5	Thun Library (If Open)
Ice Cream	\$45.00 38.00	1	\$45.00 38.00	Thun Library (If Open)

Tully's catering

Tully's IC

I did the courtesy of adjusting the numbers using Tully's menu. Please provide accurate pricing from the sources next time.

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Program Name:	Ronald McDonald House	Program Description: Blue and White beginning of the semester party.
Program Location:	Ronald McDonald House	
Anticipated Number of Attendees:	20	
Total Funds Requested for Program:	\$83.50 \$0.00	
Is this program open to the campus?	yes	

No documentation provided

Item Name	Unit Price	Quantity	Item Total	Location
Pasta	\$5.00	8	\$40.00	Ronald McDonald House
Sauce	\$5.00	5	25.00	Ronald McDonald House
Bread	\$1.85	10	\$18.50	Ronald McDonald House

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

Sample Budget

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

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	

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

Item Name	Unit Price	Quantity	Item Total	Location
Days Inn Hotel	\$100.00	1	\$100.00	Days Inn, UP
Gas Reimbursement	\$0.55	136 miles	\$75.00	N/A

