

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE
REQUESTED: \$4,797.92
ALLOCATED: ~~\$5,245.00~~
APPROVED: YES or NO ~~\$2,415.00~~

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

\$1,979.92

Organization requesting funds: Christian Student Fellowship

Date funds are requested for: Spring Year: 2018

← Emailed allocations on 11/4/2017

Contact person name: Caedmon DelVecchio

PSU Email: cjd258@psu.edu

Phone: 484-793-2865

Club Advisor name: Mark Groff

PSU Email: mdg116@psu.edu

Phone: 484-955-9746

RECEIVED
OCT 30 2017
4:48pm
SUM

Date budget submitted: 10/30/2017

X Robert T. Partridge
Club President Signed Name

X Mark Groff
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:
For the Appalachia Service Project, we reduced the number of students from 16 to 15 so that the trip will only require one van (saving ~~\$278.99~~ \$609.92 in cost).
Also, gift cards must be purchased using fundraised money (not SGA money).

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Program Name:	Rocket League Tournament BONANZA	Program Description: We will hold a tournament for the video game Rocket League. People love to play games, and winning prizes for playing excites people even more. This will encourage people to come, play games with new people, and hang out with other people while they wait for their turn in the tournament. The \$50 gift cards will go to the 3 members of the winning team, and the \$25 gift cards will go to the 3 members of the second place team.
Program Location:	Penn State Berks campus, Gaige building	
Anticipated Number of Attendees:	30-40	
Total Funds Requested for Program:	\$470 \$248.00	
Is this program open to the campus?	Yes	

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

SGA can not fund gift cards, that money must be fundraised

Item Name	Unit Price	Quantity	Item Total	Location
\$50 Amazon gift card	\$50 0	3	\$150	Amazon.com
\$25 Amazon gift card	\$25 0	3	\$75	Amazon.com
Cheese Pizza	\$12.99	5	\$64.95	Tully's
Pepperoni	\$14.99	3	\$44.97	Tully's
Hot Turkey Sandwiches with Gravy	\$5.00	15	\$75	Tully's
Assorted Pepsi Products - Cans	\$1.50	30	\$45	Tully's
Bulk Water	\$0.30	20	\$6	Tully's
Plastic Disposable Cups - 80 pack (Fig. 3)	\$3.09	1	\$3.09	Target
Disposable Plates - 55 pack (Fig. 4)	\$2.99	1	\$2.99	Target
Napkins - 60 pack (Fig. 5)	\$3.00	1	\$3.00	Target

Program Name:	Appalachia Service Project	Program Description: We will be traveling to North Carolina to do work with the Appalachia Service Project (ASP). We will be volunteering to repair homes for those in need. We will also be using fundraised money to supplement the remainder left on the invoice not covered through this budget request.
Program Location:	North Carolina	
Anticipated Number of Attendees:	16 15	
Total Funds Requested for Program:	\$4327.92 \$1,734.92	
Is this program open to the campus?	Yes	

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

SGA can fund up to \$1,000 for transportation

Item Name	Unit Price	Quantity	Item Total	Location
Travel Van (Fig. 1)	\$609.92	1	\$609.92	Enterprise
ASP Person Registration Fee (Fig. 2)	\$50	15	\$800	Appalachia Service Project
ASP Person Volunteer Fee (Fig. 2)	\$150 \$75	15	\$2250 \$1,125.00	Appalachia Service Project

SGA can cover \$75.00 per person for registration for an event

**STUDENT GOVERNMENT ASSOCIATION
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DRIVERS	Estimated Charges (Reservation)		-- Options --	Go
HERSHEY, DAVID	WESTLAWN 5746			
DATE/RATES	Charge Details			
15 PASS. VAN	Charge Description	Date	Quantity	Per
\$74.00	TIME & DISTANCE	03/03 - 03/10	1	WEEK
03/03 - 03/11	TIME & DISTANCE	03/10 - 03/11	1	DAY
BILL TO				
			Estimated Sub Total:	\$518.00
			Estimated Total Charges:	\$518.00
VEHICLE/SHOP				
ESTIMATED CHRG				
Est. Chrgs \$518.00				
NOTES				
Notes Taken: 1				
	Grace Period: 00:29		Estimated Balance Due:	\$518.00
			Excluding Protections:	\$518.00
			Save Changes	
Res	HERSHEY	9D8DX		

Fig. 1

6.50
4.99

5770379

**STUDENT GOVERNMENT ASSOCIATION
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Appalachia Service Project Invoice

Trip: COLLEGE WEEK - Jonesville 3/4/2018

Code: 18JV0304

Dates Available: 3/4/2018 3:00:00 PM - 3/10/2018 8:00:00 AM

Dates Requested: 3/4/2018 - 3/10/2018

October 9, 2017

ASP CANCELLATION POLICY:

The number of participants in your group may be increased, as availability permits, or reduced. However, if your group decreases in size, the balance of fees paid for dropped members is non-refundable and non-transferable to the remaining trip balance unless for reasons of illness, accident, or unforeseen emergency. The balance of fees paid for cancelled spaces will also not be refunded and will not be applied to a future trip. This is because the expenses incurred by ASP do not change when spaces are cancelled. For questions about this policy, please call the Volunteer Department at 1 (800) 289-4254 or (423) 854-4434.

SUMMER YOUTH PROGRAM

Fees and Payment Schedule:

1. \$95 Group Registration Fee (Due at time of initial registration)
2. \$50 Registration Fee Per Person (Due on November 1 or within 30 days of registration if between November 1 and March 1.)
3. \$175 Volunteer Fee Per Person (Due March 1)
4. \$100 Volunteer Fee Per Person (Due 2 weeks pre-trip)

YEAR-ROUND PROGRAM

Fees & Payment Schedule:

1. \$95 Group Registration Fee (due at the time of initial registration)
 2. \$50 Registration Fee Per Person (due within 30 days of registration, or within 10 days of registration if registering for a trip within four (4) months of the date of the trip)
 3. 60% of Fee Balance: Volunteer Fee Per Person (due 90 days before your trip, or immediately if registering for a trip within 90 days of the date of the trip)
 4. 100% of Remaining Fee Balance: Volunteer Fee Per Person (due 30 days before your trip)
-

**STUDENT GOVERNMENT ASSOCIATION
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MAIL PAYMENTS TO:
APPALACHIA SERVICE PROJECT
VOLUNTEER DEPARTMENT
4523 BRISTOL HIGHWAY
JOHNSON CITY, TENNESSEE 37601

Group Name: Penn State Berks Christian Student Foundation
Group Code: 7121
Estimated Group Size: 16

Leader/Personal Information:

David Hershey
115 South Park Road
Wyomissing, PA 19610
610-763-2445

Registration Financial Summary	
Group Registration fee:	95.00
Price/Person for 16 x 325.00: (5 Days)	5,200.00
# Work Crews: (2 x 0.00 not taxed)	0.00
Total Trip Cost:	5,295.00
Total costs to date w/ fees & adjustments:	5,295.00
Total Payments Received to Date:	0.00
Total Applied to Trip to Date:	-0.00
Remaining Current Balance:	5,295.00

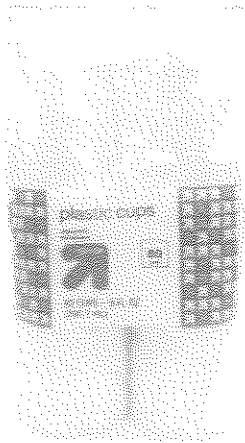
Questions - Please Call 800-289-4254

[Appalachia Service Project](#) • [Participant Center](#) • [Payment Policy](#)

(appserv)

Fig. 2

**STUDENT GOVERNMENT ASSOCIATION
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add to cart



\$2.99 reg \$3.09

Plastic Disposable Cups - 80ct - up & up™

☆☆☆☆ : 4

 only ships with \$25 orders

Fig. 3



add to cart



\$2.99

Heavy Duty Disposable Paper Plates - 8.5" - 5...

☆☆☆☆ : 10


 only ships with \$25 orders

Fig. 4

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

only at 

 **add to cart**



\$3.00

60ct White Lunch Napkin - Spritz™



only ships with \$25 orders

Fig. 5

VEHICLE:
ADDRESS:

RENTAL TYPE		SOURCE #	I.D. #	RENTAL AGREEMENT NO.	
RENTER					
ORIGINAL VEHICLE					
COLOR	LICENSE NO.				
MODEL	ECAR#				
MILE-AGE	IN	BILL TO		COMPANY	
	OUT	ATTN:		PHONE	EXT.
DRIVEN	REFERENCE NUMBER:				
CONDITION AND FUEL LEVEL AGREED TO	X RENTER		# OF KEYS:		
		<input type="checkbox"/> NO DAMAGE			
ADDITIONAL AUTHORIZED DRIVER(S) - EXCEPT AS REQUIRED BY LAW, NONE PERMITTED WITHOUT OWNER'S WRITTEN APPROVAL. I REQUEST OWNER'S PERMISSION TO ALLOW:					
WHO IS UNDER MY CONTROL AND DIRECTION TO DRIVE VEHICLE FOR ME AND ON MY BEHALF. I AM RESPONSIBLE FOR THEIR ACTS WHILE THEY ARE DRIVING, AND FOR FULFILLING TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT (AGREEMENT). USE OF VEHICLE BY AN UNAUTHORIZED DRIVER WILL AFFECT MY LIABILITY AND RIGHTS UNDER THIS AGREEMENT.					
RENTER: X					
PERMISSION GRANTED TO OPERATE VEHICLE ONLY IN THE STATE OF RENTAL AND THE FOLLOWING STATE(S):					
OPERATION IN ANY OTHER STATE OR COUNTRY WILL AFFECT MY LIABILITY AND RIGHTS UNDER THIS AGREEMENT.					
RENTER DECLINES OPTIONAL DAMAGE WAIVER (DW) AND ASSUMES DAMAGE RESPONSIBILITY. SEE PARAGRAPH 7.		RENTER ACCEPTS OPTIONAL DAMAGE WAIVER (DW) AT FEE SHOWN IN COLUMN TO RIGHT. SEE NOTICE TO LEFT AND PARAGRAPH 17. DAMAGE WAIVER IS NOT INSURANCE.			
RENTER: X		RENTER: X			
RENTER DECLINES OPTIONAL PERSONAL ACCIDENT INSURANCE (PAI). SEE PARAGRAPH 10.		RENTER ACCEPTS OPTIONAL PERSONAL ACCIDENT INSURANCE (PAI) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PARAGRAPH 10.			
RENTER: X		RENTER: X			
RENTER DECLINES OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP). SEE PARAGRAPH 6.		RENTER ACCEPTS OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PARAGRAPH 18.			
RENTER: X		RENTER: X			
RENTER DECLINES OPTIONAL ROADSIDE ASSISTANCE PROTECTION (RAP). SEE PARAGRAPH 5.		RENTER ACCEPTS OPTIONAL ROADSIDE ASSISTANCE PROTECTION (RAP) AT FEE SHOWN IN COLUMN TO RIGHT. SEE OPTIONAL PRODUCTS NOTICE TO LEFT AND PARAGRAPH 20.			
RENTER: X		RENTER: X			
ACKNOWLEDGMENT OF THE ENTIRE AGREEMENT WHICH CONSISTS OF PAGES 1 THROUGH 5					
I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT AND I HAVE SIGNED AND DATED MY SIGNATURE BELOW. THE RENTER UNDER THIS AGREEMENT IS RESPONSIBLE FOR ALL CHARGES INCLUDING PROCESS CHARGES ON MY CREDIT CARDS AND/OR DEBIT CARDS FOR ADVANCE DEPOSIT AND CREDIT ADVISORY DEPOSITS, AND CHARGES INCURRED AS A RESULT OF MY RENTAL. I AM NOT RESPONSIBLE FOR ANY DAMAGE TO THE VEHICLE OR TO THE DRIVER'S LICENSES PRESENTED, CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED.					
RENTER: X					
REPLACEMENT VEHICLE		RENTER: X		DATE	
COLOR	LICENSE NO.				
MODEL	ECAR#				
MILE-AGE	IN	OWNER REP		EMPL. #	
	OUT				
DRIVEN	I WILL RETURN CAR BY:				
CONDITION AND FUEL LEVEL AGREED TO	X RENTER		# OF KEYS:		
		<input type="checkbox"/> NO DAMAGE			
TIME		DEPOSIT(S):		PAID BY	
INSURED / CLAIMANT		ADDITIONAL INFORMATION			
LOSS DATE		REPAIR SHOP			
LOCAL ADDRESS		LOCAL PHONE			
REJECTION OF UNINSURED MOTORIST PROTECTION: I AM REJECTING UNINSURED MOTORIST COVERAGE UNDER THIS RENTAL OR LEASE AGREEMENT AND ANY POLICY OF INSURANCE OR SELF-INSURANCE ISSUED UNDER THIS AGREEMENT, FOR MYSELF AND ALL OTHER PASSENGERS OF THIS VEHICLE. UNINSURED COVERAGE PROTECTS ME AND OTHER PASSENGERS IN THIS VEHICLE FOR LOSSES AND DAMAGES SUFFERED IF INJURY IS CAUSED BY THE NEGLIGENCE OF A DRIVER WHO DOES NOT HAVE ANY INSURANCE TO PAY FOR LOSSES AND DAMAGES.					

TOTAL CHARGES

DEPOSITS

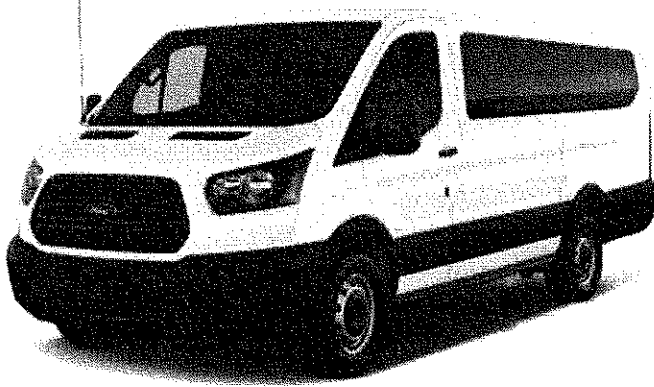
REFUNDS

AMOUNT DUE

CLOSED BY

PAID BY	CASH	CHECK	CHARGE
RECEIPT OF CASH REFUND	DATE	AMOUNT	RECEIVED BY

Price Details



VEHICLE

15 passenger van

\$ 513.94

Unlimited Mileage

Included

CUSTOM RATE

11.49 A Day Insurance

Account #57T0379

Estimated Total 609.92

Rental DetailsChange

15 passenger Van

West Lawn

Sat, Mar 03, 2018 @ 12:00 PM

Sun, Mar 11, 2018 @ 12:00 PM

PENN STATE-BERKS (Account Number Added)

