

Requested: \$ 400.00
Allocated: \$ 247.50
Approved: yes or NO

Organization requesting funds: **Public Relations Student Society of America (PRSSA)**

Contact person name: **Gabby Sabo**

*Emailed allocation
11/4/2017*

PSU Email: gps11@psu.edu

Phone: (484) 797-3746

X: *Gabriel P Sabo*

Club Advisor name: **Catherine Catanach**

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X: *Catherine Catanach*

Date budget submitted: October 31, 2017

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
2:15 PM JH

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The Public Relations Student Society of America at PSU Berks is requesting \$400 for the Spring 2018 semester for the following events: A resume workshop which is our preview event to our LinkedIn workshop, our LinkedIn workshop in which we will bring in a professional recruiter and someone from Career Services to show students what an amazing LinkedIn profile looks like and help students make a LinkedIn and an end of the semester Ice Cream social in which we will be serving ice cream to our students while also networking and mingling with them. These events are crucial to PRSSA because they will help us build our awareness on campus, recruit new members and will provide continuous development of professional PR skills for our members and our student body.

Program Name:	Resume Workshop	Program Description: We are hosting a resume workshop and social for our students as a preview to our LinkedIn event which is our main event for the spring semester. Students will have the opportunity to create or update their resumes with the help of our professors as well as network with their fellow peers.
Program Location:	Penn State Berks campus	
Anticipated Number Of Attendees Per Event:	30-50	
Total Funds Requested For Program:	\$56	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	0	

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

Item Name	Unit Price	Quantity	Item Total	Location
✓ Assorted Cookies	\$9	2	\$18	PSU Food Services
✓ Creamery Ice Cream (Assorted Flavors)	\$38	1	\$38	PSU Food Services

Program Name:	LinkedIn Workshop	Program Description: Our LinkedIn workshop is our biggest event of the semester. In this program, we have a professional recruiter and someone from Career Services come in and speak to students about the benefits of LinkedIn and show how to make an amazing LinkedIn profile.
Program Location:	Penn State Berks campus	
Anticipated Number Of Attendees Per Event:	40-50	
Total Funds Requested For Program:	\$177.50 <i>\$77.50</i>	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	0	

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

Item Name	Unit Price	Quantity	Item Total	Location
✓ Assorted Cookies	\$9	5	\$40	PSU Food Services
✓ Pitchers of Ice Tea and Lemonade	\$7.50	5	\$37.50	PSU Food Services

X Guest Speaker Gifts	\$50	2	\$100	PSU Berks
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I would need an itemized list. This is to broad & provides no documentation

Program Name:	End of the Semester Ice Cream Social	Program Description: Our end of the semester Ice Cream Social is a great way for students to get ice cream and relax and unwind before finals. We would like to hold this event outside in the plaza so it is easier for us to mingle and network with students while also recruiting for our club.
Program Location:	Penn State Berks campus	
Anticipated Number Of Attendees Per Event:	50-100	
Total Funds Requested For Program:	\$115 \$114.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	0	

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

Item Name	Unit Price	Quantity	Item Total	Location
✓ Creamery Ice Cream	\$38	3	\$115 \$114	PSU Food Services



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

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



BEVERAGES

Coffee & Tea

- Coffee & Tea Service (per guest) \$2.25
- Pump Pot (per ½ gallon – 8 servings) \$18.00
- Large Urn (per 1½ gallon – 24 servings) \$54.00

Soda & Water (prices per guest unless specified)

- Assorted Pepsi Products - Bottles \$1.99
- Assorted Pepsi Products – Cans \$1.50
- Bottled Water (16.9oz) \$1.50
- Bottled Water (20oz) \$1.99
- Bulk Water \$.30
- Bulk Infused Water \$.50

Other

- Assorted Bulk Juice \$1.75
- Pitchers of Juice (per 48oz – 6 servings) \$10.50
- Bulk Lemonade or Iced Tea \$1.25
- Pitchers of Iced Tea or Lemonade (per 48oz – 6 servings) \$7.50
- Hot Chocolate \$2.25

