

STUDENT GOVERNMENT ASSOCIATION  
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE  
REQUESTED: \$5,000.00  
ALLOCATED: ~~\$4,350.00~~  
APPROVED: YES or NO \$2,030.00

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

Organization requesting funds: Penn State Berks DECA

Date funds are requested for: Fall / Spring Year: Spring 2018

Contact person name: Mike Ruotolo

PSU Email: MAR6033@PSU.EDU

Phone: 610-470-4953

RECEIVED  
OCT 30 2017

Emailed allocation  
11/4/2017

2:30pm  
sm

Club Advisor name: Jim Shankweiler

PSU Email: JPS23@PSU.EDU Phone: \_\_\_\_\_

Date budget submitted: 10/30/2017

Updated 10/30

X [Signature]  
Club President Signed Name

X [Signature]  
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:  
See "budget requestor handbook" for the specifics described in this budget.

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Please add more tables or rows as needed.

<b>Program Name:</b>	DECA ICDC	<b>Program Description:</b> Professional development academies, competitive events, career exhibits, networking, and much more. This is the end-goal for DECA, members will compete against other collegiate DECA members in 26 competitive business events.
<b>Program Location:</b>	Washington D.C.	
<b>Anticipated Number of Attendees:</b>	15 <del>7</del> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">\$2030.00</span>	
<b>Total Funds Requested for Program:</b>	\$5,000 <del>\$1,550.00</del>	
<b>Is this program open to the campus?</b>	Yes	

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

Item Name	Unit Price	Quantity	Item Total	Location
✓ Hotel	\$50 per person/ per night	4 Nights, <del>15</del> 7 people	<del>\$3,000</del> \$1,400	Crystal Gateway Marriott, Arlington, VA
✓ Registration	\$75 per person	<del>15</del> 7 People	<del>\$1,125</del> \$525	DECA.org
✓ Train	<del>\$58.33</del> \$15	<del>15</del> 7	<del>\$875</del> \$105 \$225	Amtrak, Lancaster to Washington DC

SGA can fund \$15 per ticket per student

SGA only has a certain amount that can be allocated to clubs. With that in mind, SGA can fund up to 7 students for this conference.

## Collegiate DECA 2018 ICDC Property Form (Washington, DC)

**Hotel Name** Crystal Gateway Marriott      **Event Manager** Roman Chrost      703-271-5107  
**Address** 1700 Jefferson Davis Highway      Roman.chrost@marriott.com  
**City, State, Zip Code** Arlington, VA 22202      **Reservations Partner** Toijah Bowles      703-271-5202  
**Guest Phone Number** 703-920-3230      toijah.bowles@marriott.com  
**Guest FAX Number** 703-271-5224      **Accounting Partner** Maju Jallow      703-271-5228  
**Website** www.marriott.com/WASGW      maju.jallow@marriott.com

With lobby access to the Crystal City Metro station, our hotel is convenient to DC shopping, dining, museums and monuments. Lobby access to Crystal City Shops, and located just a few blocks from Pentagon Row shopping. Complimentary shuttle from Ronald Reagan National Airport (DCA) that runs from 5am to 12am every 20 minutes.

### Conference Rates

NOTE: Room rates do NOT include tax. Sleeping rooms are subject to a tax rate of 13.25%. Tax Rates are per room/per night, and are subject to change.

	Standard Rooms
Single (1 bed, 1 person)	<u>\$ 209.00</u>
Double (1 bed, 2 people)	<u>\$ 209.00</u>
Twin (2 beds, 2 people)	<u>\$ 209.00</u>
Triple (2 beds, 3 people)	<u>\$ 229.00</u>
Quad (2 beds, 4 people)	<u>\$ 229.00</u>
Suite:	<u>Contact Toijah Bowles (above) for other room types.</u>

**Hotel Highlights** (go to [www.marriott.com/WASGW](http://www.marriott.com/WASGW) for hotel updates)

**Hotel Restaurants:** 1 Mix Restaurant (6:00 am - 10:00 pm). Plus a Food Court & Pool Bar (weather permitting). Hours of operation based on hotel occupancy and seasonal outlet hours.

**Room Service:** Fresh Bites

**Indoor/Outdoor Heated Pool:** 10am to 10pm

**Fitness Room:** 24-7 with Room Key  
Cardiovascular equipment + Free weights

**Plus:** Gift Shop, Business Center, ATM,  
Safety Deposit Box

**Special Guest Room Services** (go to [www.marriott.com/WASGW](http://www.marriott.com/WASGW) for updates)

Wireless Internet (complimentary basic service in guest rooms—limited number of devices)  
— Marriott Rewards Members also receive complimentary basic in-room Wifi. To sign up go through in-house T.V., or visit [www.marriott.com](http://www.marriott.com).

Coffee Maker  
Compact Refrigerator  
Telephone (Charges Apply)

In-Room Safe (laptop size)  
Iron/Ironing Board  
Hair Dryer

### Credit Procedures

Deposit is required. Contact Roman Chrost (above) to make arrangements.



## Registration Costs & Procedures

Additional information (including due dates) is provided in the documents for online testing.

### REGISTRATION FEES

Pre-registration Fee (Students and Advisors/Chaperones/Alumni): \$125.00/person\*

On-Site Registration Fee (Students and Advisors/Chaperones/Alumni): \$135.00/person

Spouse/Family and Judge Registration Fee: NO CHARGE

- \* The discounted pre-registration fee is only available prior to the beginning of on-site registration (Tuesday, April 10, 1:00 p.m. EST). Registration is \$135.00 after this date and time.

Please make your check(s) payable to DECA Inc. If you choose to use an alternative form of payment other than check, money order or cash (i.e., credit card: MasterCard or VISA) there will be a convenience fee of 3% on all charged amounts.

Note: The "insurance" that has been offered in the past for an additional cost is now included in the registration at no additional cost.

### REGISTRATION CHANGES

Deadline for any changes is April 3 at Midnight EST. This coincides with the end of the testing window.

### REGISTRATION REFUNDS

Paid registrants who cancel on or before 1:00 p.m. EST on April 10 will receive a full refund. However, for students who cancel AFTER taking an online exam, the refund will be \$25.00 less than the registration fee.

Refund checks will be sent within one month after the close of the conference. There are no refunds for changes made after 1:00 p.m. EST on April 10.



Round-Trip  Lancaster, PA  Washington, DC  \$117.30 ^

 Lancaster, PA  Washington, DC

 Lancaster, PA  Philadelphia, PA

 Lancaster, PA  Lancaster, PA

646 Keystone Service  
1h 7m

9:33 am Tue, Apr 10  
30th Street Station

10:40 am  
30th Street Station

12:02 pm  
30th Street Station

95 Northeast Regional  
1h 58m

12:02 pm  
30th Street Station

2:00 pm  
Union Station

4:25 pm Sat, Apr 14  
30th Street Station

146 Northeast Regional  
1h 51m

4:25 pm Sat, Apr 14  
30th Street Station

6:16 pm  
Lancaster, PA

6:55 pm  
30th Street Station

659 Keystone Service  
1h 57m

6:55 pm  
30th Street Station

8:03 pm  
Lancaster, PA

1 Traveler  
Details ▾

[Terms & Conditions](#)

