

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

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BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE
REQUESTED: \$2858.18
ALLOCATED: ~~\$1858.18~~
APPROVED: YES or NO
\$2858.18

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

Organization requesting funds: Black Student Union

Date funds are requested for: Fall / Spring Year: 2019

Contact person name: Kayla Frison

PSU Email: kcf5161@psu.edu

Phone: (215)-255-5072

Club Advisor name: Joseph Webb

PSU Email: jjw26@psu.edu

Phone: 610-396-6072

Date budget submitted: 12/07/2018

~~X~~
~~Club President Signed Name~~

Webb was
Unavailable

STEPS FOR BUDGET

* Cleaned this with
Ampie

1. On the next page, copy and paste a table for each program you are requesting. A table for each of the items needed is under the program table. Please add additional rows to the next 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.

Please add more tables or rows as needed.

~~No invoice for Sankofa conference. Invoice for guided paint not consistent with requested funds~~
Invoices have been submitted and explained.

**STUDENT GOVERNMENT ASSOCIATION
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Please add more tables or rows as needed.

Program Name:	Pool Party/ 4th annual	Program Description: BSU hosts its annual pool party to be a form of physical and fun stress relief for the student body in the midst of final exam. We hope to promote the club while providing an opportunity for students to connect with one another while building relationships through a social activity. We are also looking to collaborate with clubs for this event as well. This will be our 4th annual event at Body Zone. *Previous year invoice attached, new invoice can't be created without deposit (hence why the date is from April 2018 because that is usually when our event happens) 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	

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:	Skate Party	Program Description: BSU may collab with the CAB and LUC clubs to host a skate party for the student body. The aim of the event is to offer a fun outing and an opportunity to show off skating skills, while connecting and integrating students of different and similar cultures. The price \$300 will be for 3 hours of skating.
Program Location:	Skateaway	
Anticipated Number of Attendees:	TBA	
Total Funds Requested for Program:	TBA	
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
Skateaway	\$300.00	1	\$300.00	Skateaway

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Program Name:	Bingo Night	Program Description: BSU will host a Bingo night for the student body to enjoy. We aim to promote the club and give students a fun activity while connecting with other students. We are providing food for this event for everyone to enjoy.
Program Location:	TBA	
Anticipated Number of Attendees:	30+	
Total Funds Requested for Program:	\$50.98	
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
Chicken Wings	\$25.00	1- includes 25 pieces	\$25.00	Tullys
Chesse Pizza	\$12.99	2	\$25.98	Tullys

Program Name:	Sankofa Conference	Program Description: BSU will like to bring students to the Bloomsburg University Sankofa conference. This conference is an enlightenment of black culture through educational, cultural, and social events and activities. We can take up to 12 people and this is open to the campus for anyone to fulfill those 12 spots.
Program Location:	Bloomsburg University	
Anticipated Number of Attendees:	12	
Total Funds Requested for Program:	\$600.00	
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
Registration	\$50.00	1	\$600.00	Bloomsburg University

No invited

Program Name:	Paint w/ twist	Program Description: BSU would like to do a painting with a twist in collaboration with CAB. This event is for black history month and the painting will be theme of black history. BSU and CAB will be using the same painting instructor CAB used fo rtheir successful guided paint night.
Program Location:	MPR	
Anticipated Number of Attendees:	40	

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inconsistent with invoice

Total Funds Requested for Program:	\$600.00	
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
Registration	\$50.00 \$30	1	\$600.00	MPR

↳ Invoice says \$30

Program Name:	BSU Recognition Reception	Program Description: BSU reception is an event open to campus allowing those to have their last moment of fun before studying for finals. This is a tradition for BSU with free food, games, music, and laughter as we say our farewells. There will also be a recognition component that gives out awards from various different categories that shows our appreciation to our members. The reception is open to the campus.
Program Location:	TBA	
Anticipated Number Of Attendees:	50+	
Total Funds Requested For Program:	\$807.20	
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

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

2-Pack Black Document Frame, 8.5" x 11" By Studio Décor	\$8.49	3	\$25.47	Michaels
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we don't fund gifts.

[← BACK TO SHOPPING](#)

Check out with **PayPal**



Your Cart - 3 Items

Subtotal: \$25.47

Michaels
2-Pack Black Document Frame, 8.5" X 11" By Studio Décor®
Item Number: 90347029

- Ship**
In stock & ready to ship
- FREE Buy Online Pick Up In Store**
In Stock at Broadway at Regency Square
Pick up this item at any of our 1,000+ stores or another store

\$25.47

Order Summary

Order Subtotal: \$25.47
Estimated Shipping: \$6.95
Estimated Tax: 1.00

Estimated Total: \$32.42

Promo Code

APPLY

Check out with **PayPal**



**STUDENT GOVERNMENT ASSOCIATION
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Special Event Agreement

BSU-4-27

Doc# 11607878

BZ Contact: Kyle Lincoln Phone: 810-376-2100 ext 225
 Email: klincoln@bodyzonesports.com

Company Contact Information
 Contact: Joe Webb Title: Director, Student Support Services
 Company/Organization: Penn State Berks-Black Student Union (BSU)
 Address: 2080 Tulpehocken Road
 City: Reading State: PA Zip: 19610
 Phone(w): 610-396-6072 Fax: _____
 Email: JJW28@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 27th 2018 Time: 9:00pm - 11:00pm
 Venue(s): Pool
 Total Cost: \$500 Deposit: N/A Due Date: N/A

Body Zone: Kyle Lincoln
 Date: April 10th 2018
 Customer: Joe Webb (Penn State Berks)
 Date: April 27th 2018

Notes: 2 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.
- Please send to: Body Zone Sports and Wellness Complex
 3101 Paper Mill Road
 Wyomissing, PA 19610
 Attn: Kyle Lincoln Aquatics Coordinator

*CYREN REQUEST
 196-5482 10070
 CC BSU
 FROM TO
 Bodyzone*

STUDENT GOVERNMENT ASSOCIATION
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Desserts

Standard Cakes & Pies (per guest) \$2.99

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

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
- Whopie Pies (assorted flavors available) – per dozen \$12.00
- Pumpkin Cookies with Cream Cheese Frosting – per dozen (fall only) \$12.00
- Assorted Gourmet Desserts – per guest \$4.75
- Assorted Cookies and/or Brownies \$9.00
- Decorated Seasonal Cookies \$18.00
- Trifle (Choose from Angel Food Cake & Fruit, Brownie, or Pumpkin) \$25.00
- Ice Cream – Assorted Flavors (serves 50) \$38.00

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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 (16.5oz)	\$1.50
> Bottled Water (20oz)	\$1.99
> Bulk Water	\$3.00
> Bulk Infused Water	\$5.50

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
> Apple Cider (hot or cold)	\$1.75
> Lion Ambassador Punch	\$2.20

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Dinner

Asian Cuisine

(prices per guest – 20 guest minimum)

➤ 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 – 20 guest minimum)

➤ Parnil (Roasted Pork with Sofrito)	\$5.50
➤ Pollo (Chicken Breast with Adobo)	\$5.00
➤ Arroz con Color (Spanish Rice)	\$1.55
➤ Pastillos (Beef Empanadas)	\$2.99

Pasta

(prices per guest – 20 guest minimum)

➤ Lasagna, 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

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Pizza and Picnics

Whole Pizzas (8 slices/pan)

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

Pizza Buffet

\$9.99 per guest

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

Picnic Favorites

(prices per guest)	\$4.00
> Burgers	\$2.00
> Hot Dogs	\$5.25
> Kentucky BBQ Turkey	\$6.00
> BBQ Chicken	

Side Dishes

(prices per guest)	\$1.55
> Macaroni, Potato, or Pasta Salad	\$2.45
> Tossed Side Salad	\$1.55
> Baked Beans	\$1.95
> Fresh Corn on the Cob	\$1.99
> Watermelon	

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Reception

Cold Selections

(prices per 25 pieces)

✓ Fresh Fruit Kabobs	\$80.00
✓ Bruschetta Crostini	\$60.00
✓ Bite Size Cheesecakes	\$25.00
✓ Mini Cream Puffs	\$15.00
✓ Iced Shrimp Cocktail	\$60.00
✓ Sushi	Current Market Price
✓ Doughnut Holes with Fondant and Jelly Dip	\$25.00
✓ Doughnut Hole and Fruit Skewers	\$35.00

Hot Selections

(prices per 25 pieces)

✓ Fried Ravioli with Marinara Dipping Sauce	\$25.00
✓ Assorted Mini Quiche	\$36.00
✓ Macaroni & Cheese Bites	\$40.00
✓ Grilled Chicken on Skewers (BBQ or Asian Teriyaki)	\$42.00
✓ Breaded Chicken Fingers	\$37.00
✓ Chicken Wings with Celery and Blue Cheese Dressing	\$25.00
✓ Mini Crab Cakes	\$40.00
✓ Potato & Pea Samosas	\$20.00
✓ Franks in a Blanket	\$25.00
✓ Cocktail Meatballs with BBQ Sauce	\$15.00
✓ Mini Vegetable Spring Rolls	\$25.00
✓ Mini Pizzas	\$40.00
✓ Mozzarella Cheese Sticks with Marinara Sauce	\$20.00
✓ Sausage & Cheese Stuffed Mushrooms	\$35.00
✓ Raspberry & Brie in Phyllo Dough	\$42.00

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Victoria Parisi <vp@victoriaparisart.com>

Reply all

Today, 11:52 AM

Nelson, Felicia N

Sure

But I'm not 100% sure what you mean by breakdown :)

It's \$30/ person

Each person gets a 2 hour painting session

This includes canvas, paint, aprons, easels, music and instruction

As well as pre and post preparation, set up

And break down

Is that what you're looking for ? HaHa

Thanks !

Victoria Parisi

Freelance Designer & Fine Artist

O/O Blush & Brushes Art Studio

VictoriaParisiArt.com | BlushBrushArt.com

C: 484-388-1663

STUDENT GOVERNMENT ASSOCIATION BUDGET REQUEST FORM



[HOME](#) [SEPTEMBER - MAY HOURS](#) [BIRTHDAY PARTY](#) [PRIVATE PARTIES](#) [MORE](#)

Private Party Information

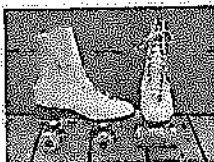


Dates become booked fast because of the many church and school groups that have parties here at Skateaway.

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

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

Private Party/Fundraiser Information



Rink Rental
2 Hours \$200.00
3 Hours \$300.00
4 Hours \$400.00

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 your own music. Call 610-777-4000 or Email us at sga@skateaway.com.

Private Hockey Party Information



Rink Rental - \$50.00 per hour