

STUDENT GOVERNMENT ASSOCIATION  
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE  
REQUESTED: \$1000  
ALLOCATED: \$238  
APPROVED: YES or NO

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

Organization requesting funds: Criminal Justice Club

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

Contact person name: Jacob Moyer

PSU Email jbm5612@psu.edu jbm5612@gmail.com Phone: 484-855-0743

Club Advisor name: Deb Dreisbach

PSU Email: dad68@psu.edu Phone: 610-396-6322

Date budget submitted: \_\_\_\_\_

Signed  
Club President Signed Name

Signed  
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:

No gas mileage or mode of transportation entered (private car or bus rental)

We can't fund the T-shirt fundraiser

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Please add more tables or rows as needed.

<b>Program Name:</b>	Eastern State Penitentiary Trip	<b>Program Description:</b> To take a guided tour that allows criminal justice students to expand their knowledge of corrections in the past.
<b>Program Location:</b>	Eastern State Penitentiary	
<b>Anticipated Number of Attendees:</b>	16-17	
<b>Total Funds Requested for Program:</b>	\$300 <i>5238</i>	
<b>Is this program open to the campus?</b>	First pick will be to Criminal Justice Majors. If not filled will open to rest of campus.	

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

Item Name	Unit Price	Quantity	Item Total	Location
Admission for Students	\$10	15	\$150 ✓	Eastern State
Admission for advisors	\$14	2	\$28 ✓	Eastern State
Parking	\$10 per hour	6	\$60 ✓	Eastern State
Gas	\$0.55	70	\$40 <i>3815</i>	N/A

*No mileage provided*  
<https://www.easternstate.org/visit/directions-parking>

<https://tickets.easternstate.org/webstore//shop/viewItems.aspx?cg=Store&c=TICKETS>

<b>Program Name:</b>	T-Shirt Fundraiser	<b>Program Description:</b> A fundraiser to raise funds for future trips for criminal justice students.
<b>Program Location:</b>	Penn State Berks	
<b>Anticipated Number of Attendees:</b>	50 total shirts	
<b>Total Funds Requested for Program:</b>	\$700 <i>X</i>	
<b>Is this program open to the campus?</b>	Criminal Justice Club members have first claim on shirts then open to the rest of campus.	

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

Item Name	Unit Price	Quantity	Item Total	Location
Short Sleeve shirts	\$10	30	\$300	N/A
Long Sleeve shirts	\$20	20	\$400	N/A

**From:** Hank Hood <shoregraphics2@gmail.com>  
**Sent:** Thursday, November 15, 2018 11:27:37 AM  
**To:** Moyer, Jacob Brian  
**Subject:** Re: Criminal Justine Club T-Shirts

Jacob -

How's it going ?

Shirts vary in price depending on short sleeve , long sleeve , pocket tee .