

Requested: \$177.50  
Allocated: \$127.50  
(2018)

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

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Date budget submitted: October 29, 2018

**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.

Notes within budget.

Invoices were submitted in separate document

<b>Program Name:</b>	<b>LinkedIn Workshop</b>	<b><u>Program Description:</u></b>
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<b>Program Location:</b>	<b>Penn State Berks campus</b>	<p>Our LinkedIn workshop is our biggest event of the semester. In this program, we have a <u>professional recruiter</u> and someone from <u>Career Services</u> come in and speak to students about the benefits of LinkedIn and show how to make an amazing LinkedIn profile.</p>
<b>Anticipated Number Of Attendees Per Event:</b>	<b>40-50</b>	
<b>Total Funds Requested For Program:</b>	<b>\$177.50</b> <i>127.50</i>	
<b>Is This Program Open To The Campus?</b>	<b>Yes</b>	
<b>Amount Of Funding From Other Sources:</b>	<b>0</b>	

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

Guest Speaker Gifts	\$50	<i>2</i> X	<del>\$100</del> <i>\$50</i>	PSU Berks
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↳ cannot fund honorarium for pennstate employee

↳ Also, we need info on the speaker's (biography & reviews)