

STUDENT GOVERNMENT BUDGET COMMITTEE
SEMESTER ALLOCATION REQUEST FORM

Requested: \$851.75

Allocated: ~~1649.75~~

\$851.75

Organization requesting funds: Punjabi Culture Club

Contact person name: Serena Schade

PSU Email: Sas6900@psu.edu

Phone: 6106218608

Club Treasurer: Mihir Kapadia

PSU Email: mck5365@psu.edu

Club Advisor name: Rani Bhogal

PSU Email: szb7@psu.edu

Phone: 610-396-6292

Date budget submitted: 12/7/18

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 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.

No invoice for off-campus catering & other items were provided.

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Please add more tables or rows as needed.

Program Name:	Vaisakhi	Program Description:
Program Location:	Auditorium & MPR	We would like to host our 2 nd annual Vaisakhi event. Last year, this event was our largest attended event of the year with 85 students & faculty. Vaisakhi is a Punjabi harvest festival and New Year. We would like to celebrate this holiday with the campus with Punjabi food, photobooth, presentation, dancing, and performances.
Anticipated Number Of Attendees:	80-100	This event is in collaboration with Berks Pre-Health Club & Chinese Culture Club.
Total Funds Requested For Program:	657.91	I will also be applying for funding from the Berks Arts & Cultural Endowment fund to help cover the costs of catering for this event. In addition we will fundraise & collaborate with other clubs.
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:		

= 955.91

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

Item Name	Unit Price	Quantity	Item Total	Location
Photobooth (2 hours)	400.00 (after discount)	1	400.00	A Lab. for Music and Memories
Flowers (for centerpieces)	1.00	80	80.00	Acacia Flower Shop
Cannes Leaves (for centerpieces)	1.50	8	12.00	Acacia Flower Shop
Plates	14.99	1	14.99	The Restaurant Store
Napkins	5.49	1	5.49	The Restaurant Store
Serving Spoons	2.29	1	2.29	The Restaurant Store
Cups	4.19	3	4.19	The Restaurant Store
Table Cloths - Round	21.39	1	21.39	The Restaurant Store
Table Cloth - Rectangular	1.89	4	7.56	The Restaurant Store
Laxmi's Catering	\$11.00	10	\$110.00	Laxmi's Indian Grill

No Invoice

No Invoice

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Reply Reply to All Forward Delete Full Headers Printer

From: "A Time For Berks Memories (make Prof. Kramer@intelliscence.com)"
 To: 335900@psu.edu
 Subject: Event Quote Form
 Date: Sun, Oct 29, 2017 09:51 PM
 Safe View: On (Turn Off) What's Safe View?

As requested, here is a copy of the custom price quote for your event.

Name: Suzana
 Email: 335900@psu.edu
 Phone: 4166218606
 Address:

Event: Party
 Location: Penn State Berks
 Guests: 50
 How soon are you looking to book?: April 2018
 How would you like to be contacted?: Email
 Date: April 13, 2018
 Time: 6:00 PM to 8:00 PM

Total Time Needed: 2 Hours
 Package Selected: PhotoBooth Basic
 Time Included with Package: 2 Hours
 Price for Package: \$495.00

TOTAL \$495.00 (\$9.90 per guest)
 RETAINER (included in total) \$150.00

This price quote represents a good faith estimate for cost of services.
 Additional charges or discounts may apply.

- Plates: <https://www.therestaurantstore.com/items/11534>
- Napkins: <https://www.therestaurantstore.com/items/47525>
- Cups: <https://www.therestaurantstore.com/items/169567>
- Round Tablecloth: <https://www.therestaurantstore.com/items/113546>
- Serving Spoons: <https://www.therestaurantstore.com/items/173493>
- Rectangle Tablecloths: <https://www.therestaurantstore.com/items/187447>

Program Name: End of the Year Picnic

Program Location: Alumni Pavilion

Anticipated Number Of Attendees: 50-100

Total Funds Requested For Program: 763.84

Is This Program Open To The Campus?: Yes

Amount Of Funding From Other Sources:

Program Description:

We are planning to host an end of the year picnic as a social event to relax before finals. This event will be a collaboration with Berks Pre-Health Club, SVA, Punjabi Culture Club, and Chinese Culture Club.

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

Item Name	Unit Price	Quantity	Item Total	Location
Hot Chicken	5.00	20	100.00	Food Services
Baked Beans	1.55	20	31.00	Food Services
Brownies	10.00	2	20.00	Food Services
Delivery Fee	10%	1	12.84	Food Services

<https://berkscampusliving.psu.edu/catering-menus>

Program Name:	Video Game Tournament	Program Description: The tournament is a team building event in which teams of students compete to for the title of Video Game Champion. Actual video game TBD
Program Location:	Penn State Berks Campus	

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Anticipated Number Of Attendees:	100	Collaboration event with the following clubs: Sci-Tech Society Christian Student Fellowship Latinos United for Change Berks Pre-Health Club
Total Funds Requested For Program:	\$30.00	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

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

Item Name	Unit Price	Quantity	Item Total	Location
✓ Deli Sandwich	\$5.00	6	\$30.00	Berks Campus

<https://berkscampusliving.psu.edu/catering-menus>