

STUDENT GOVERNMENT ASSOCIATION  
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE  
REQUESTED: 2575.00  
ALLOCATED: 1765.00  
APPROVED: YES or NO

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

Organization requesting funds: Society of Women Engineers

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

Contact person name: Dana Gaylord

PSU Email: dlg5459@psu.edu

Phone: (623) 500-9989

Club Advisor name: Dr. Panah

PSU Email: auc10@psu.edu

Phone: (610) 396-6181

Date budget submitted: 12/6/18

X [Signature]  
Club President Signed Name

X [Signature]  
Advisor Signed Name

STEPS FOR BUDGET REQUEST

- 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.
- 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.
- 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.

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Financial Manager Notes:

*No invoice provided, therefore we can't fund programs  
Once invoices provided we can cover all programs  
with a total of \$1765.00. We don't cover per diem  
meals and cover a max \$15 for tickets!*

Please add more tables or rows as needed.

<b>Program Name:</b>	Planetarium	<b>Program Description:</b> To learn about astronomy and experience star shows. Bond as a club, as well as, open our minds to the wonders of the universe.
<b>Program Location:</b>	Reading Public Museum	
<b>Anticipated Number of Attendees:</b>	20	
<b>Total Funds Requested for Program:</b>	\$160.00	
<b>Is this program open to the campus?</b>	No	

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

Item Name	Unit Price	Quantity	Item Total	Location
Tickets	\$8.00	20	\$160.00	Reading, PA

<b>Program Name:</b>	Escape Room	<b>Program Description:</b> Test engineering and problem-solving skills by solving puzzles to get out of the room as fast as possible. Have multiple groups to have a friendly competition.
<b>Program Location:</b>	West Reading	
<b>Anticipated Number of Attendees:</b>	20	
<b>Total Funds Requested for Program:</b>	\$510 <del>to</del> \$300.00	
<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
Tickets	\$25.50	20	\$510	West Reading

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<b>Program Name:</b>	Local SWE Conference	<b>Program Description:</b> Career Fair for SWE members to go to for networking, internships, and job opportunities held February 8th and 9th in Baltimore, MD.
<b>Program Location:</b>	Baltimore, MD	
<b>Anticipated Number of Attendees:</b>	20	
<b>Total Funds Requested for Program:</b>	\$1,905 <del>X</del> \$1005	
<b>Is this program open to the campus?</b>	No	

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

Item Name	Unit Price	Quantity	Item Total	Location
Hotel	\$84	5	\$420	La Quinta Inn
Tickets	<del>\$30</del> 15	20	\$600	SWE Conference
Parking	\$60		\$60	NA

Registration

→ We don't cover per diem meal expenses unless they are part of the event

Food	\$30	20	<del>\$600</del> 0	NA
Gas	\$225	-	\$225	NA

\*carpooling four cars; 105 miles