

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

B50

FOR FINANCIAL MANAGER USE
REQUESTED: 2352.17
ALLOCATED: 2031.47
APPROVED YES or NO

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

Organization requesting funds: 2371.97

Date funds are requested for: Fall / Spring Year: Spring 2020

Contact person name: Tiffany Hamilton

PSU Email: teh5225@psu.edu

Phone: (267)-346-1075

Club Advisor name: Joe Webb

PSU Email: jjw26@PSU.EDU

Phone: 1-(610)-396-6072

Date budget submitted:

X George Will
Advisor Signed Name

X Tiffany Hamilton
Club President 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.

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

BSU

Please add more tables or rows as needed.

Program Name:	Pool Party				
Program Location:	Off Campus Pool				
Anticipated Number of Attendees:	50+				
Total Funds Requested for Program:	\$500	<i>(Handwritten: \$500)</i>			
Is this program open to the campus?	Yes				
<p>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 2019 because that is usually when our event happens) but same price was discussed with Kyle Lincoln (Pool Coordinator)</p>					

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

locate funds into \$500?

Program Name:	Being Black at Berks				
Program Location:	MPR				
Anticipated Number of Attendees:	75				
Total Funds Requested for Program:	\$3400	<i>(Handwritten: \$3400)</i>			
Is this program open to the campus?	Yes				
<p>Program Description: A Black History Month that shows off and displays black cultures. In this showcase we have a fashion show component, hair expo, performances, etc. In this event we also have food that will be served at the showcase.</p>					

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

Item Name	Unit Price	Quantity	Item Total	Location
Macaroni and Cheese	\$3.50	30	\$105.00	Food Services
Grilled Chicken on Skewers	\$42.00	1	\$42.00	Food Services
Assorted Brownies	\$9.00	2	\$18.00	Food Services
Buttalo Chicken dip	\$2.65	30	\$79.50	Food Services
Tossed Salad	\$2.45	20	\$49.00	Food Services
Bulk Water	\$0.30	30	\$9.00	Food Services
Bulk Iced Tea	1.25	30	\$37.50	Food Services

**STUDENT-GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

BSU

Program Name:	Past, Present, Future Event
Program Location:	MPR
Anticipated Number of Attendees:	30
Total Funds Requested for Program:	\$235.50
Is this program open to the campus?	Yes
Program Description:	A Black History Month event that allows students to get a glimpse of the past, understand the present, and prepare for the future. The program will consist of historical figures and facts highlighting key things that plays a role in Black History Month.

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

Item Name	Unit Price	Quantity	Item Total	Location
Macaroni & Cheese	\$3.50	30	\$105.00	Food Services
Mashed Potatoes	\$1.55	30	\$46.50	Food Services
Green Beans	\$1.55	30	\$46.50	Food Services
Bulk Lemonade Or Iced Tea	\$1.25	30	\$37.50	Food Services

Program Name:	Love Games
Program Location:	Hon's Den
Anticipated Number of Attendees:	30
Total Funds Requested for Program:	\$109.50
Is this program open to the campus?	Yes
Program Description:	A fun event program that allows students to get to know each other while participating in different trivia activities. Love games is BSU valentines day event. This event is a game that replicates the game show "The Dating Game". BSU has done this event last year and turned out to be a big event. We would like to have cupcakes and brownies for the campus to enjoy.

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

Item Name	Unit Price	Quantity	Item Total	Location
Cupcakes	\$1.50	30	\$45.00	Food Services
Assorted Brownies	\$9.00	2	\$18.00	Food Services
Bulk Ice tea	\$1.25	30	\$37.50	Food Services
Bulk water	\$0.25 .30	30	\$7.50 9	Food Services

Program Name:	Bingo night
Program Location:	TBA
Anticipated Number of Attendees:	30+
Total Funds Requested for Program:	\$88.97
Is this program open to the campus?	Yes
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.

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

Item Name	Unit Price	Quantity	Item Total	Location
Chicken Wings- Hot	\$25.00	1- includes 25 pieces	\$25.00	Food Services
Cheese Pizza	\$12.99	3	\$38.97	Food Services

**STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM**

BSU

Chicken Wings - BBQ	\$25.00	1 - includes 25 pieces		Food Services
---------------------	---------	------------------------	--	---------------

Program Name: Poetry	Program Location: Perkins Room 003	Anticipated Number of Attendees: 30	Total Funds Requested for Program: \$113.50	Is this program open to the campus? Yes
Program Description: Poetry slam event where students voice their artistic side.				

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

Item Name	Unit Price	Quantity	Item Total	Location
Bulk Water	\$25.00	30	\$15.00	Food Services
Mini Vegetable Spring Rolls	\$25.00	1	\$25.00	Food Services
Buffalo Chicken Dip	\$2.65	30	79.50	Food Services

Program Name: BSU Recognition Reception	Program Location: TBA	Anticipated Number of Attendees: 50+	Total Funds Requested for Program: \$807.20	Is this program open to the campus? Yes
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.				

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

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

500
max for
food

BSU

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

Food Services	50	62.50	1.25	Bulk Iced Tea
Food Services	50	77.5	1.55	Macaroni Salad
Food Services	30	59.70	1.99	Watermelon
Food Services	1	50.00	50.00	Full Sheet Cake
Michaels	3	\$25.47	\$8.49	2-Pack Black Document Frame, 8.5" x 11" By Studio Decor

Program mat

No documentation

Program Name:	Winter Mixer
Program Location:	PSC Lobby
Anticipated Number of Attendees:	30
Total Funds Requested for Program:	\$144.00 <u>174.00</u>
Is this program open to the campus?	Yes

Program Description: An opportunity to give the campus hot beverages for the winter. This is a winter twist on the famed ice creamed social.

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

Item Name	Unit Price	Quantity	Item Total	Location
Hot chocolate	\$2.25	30	\$67.50	Food Services
Coffee & Tea Services	\$2.25	30	\$67.50	Food Services
Cookies	\$9.00	1	\$9.00	Food Services

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

< BACK TO SHOPPING



Subtotal: \$25.47

Order Summary
 Order subtotal: \$25.47
 Estimated shipping: \$0.00
 Estimated total: \$25.47

Estimated total: \$32.42

Promo Code
 Apply



2-Pack Black Document
 Frame, 8 1/2" X 11" By Studio
 Item Number: 2054333

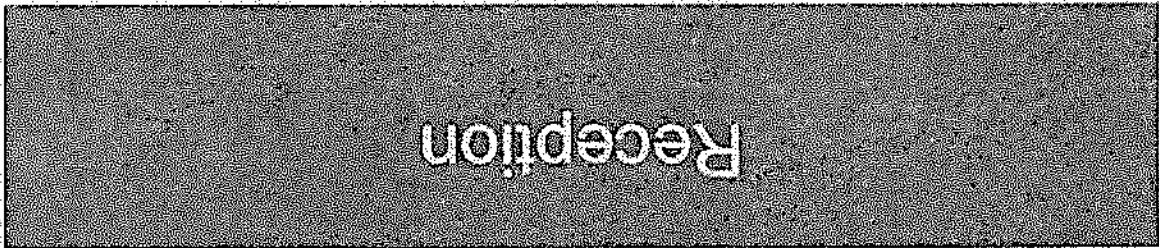
Free by online pick up in store
 To ship, a copy to you

Free by online pick up in store
 To ship, a copy to you

Order Summary
 Order subtotal: \$25.47
 Estimated shipping: \$0.00
 Estimated total: \$25.47

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

1556



Cold Selections

✓	Fresh Fruit Kabobs	\$60.00
✓	Bruschetta Crostini	\$60.00
✓	8oz Size Cheesecakes	\$25.00
✓	Mini Cream Puffs	\$15.00
✓	1oz 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)	\$25.00
✓	Fried Rawok with Mannara Dipping Sauce	\$36.00
✓	Assorted Mini Quiche	\$40.00
✓	Mascaroni & Cheese Bites	\$42.00
✓	Grilled Chicken on Skewers (BBQ or Asian Teriyaki)	\$37.00
✓	Breaded Chicken Fingers	\$25.00
✓	Chicken Wings with Celery and Blue Cheese Dressing	\$40.00
✓	Mini Crab Cakes	\$20.00
✓	Potato & Pea Samosas	\$25.00
✓	Franks in a Blanket	\$15.00
✓	Cocktail Meatballs with BBQ Sauce	\$25.00
✓	Mini Vegetable Spring Rolls	\$40.00
✓	Mini Pizzas	\$20.00
✓	Mozzarella Cheese Sticks with Mannara Sauce	\$35.00
✓	Sausage & Cheese Stuffed Mushrooms	\$42.00
✓	Raspberry & Brie in Phyllo Dough	

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

BSU

Pizza and Picnics

Whole Pizzas (18.50/each)

- Cheese \$12.59
- 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
- Coleslaw (2)
- Bottled Beverage

Picnic Favorites

- Burgers \$4.00
- Hot Dogs \$2.00
- Kentucky BBQ Turkey \$5.25
- BBQ Chicken \$5.00

Side Dishes

- Macaroni, Potato, or Pasta Salad \$1.55
- Tossed Side Salad \$2.45
- Baked Beans \$1.55
- Fresh Corn on the Cob \$1.95
- Watermelon \$1.99

BSC

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

Desserts

Standard Cakes & Pies (per guest)	
\$2.99	<ul style="list-style-type: none"> ➤ PSU Blue Cake ➤ Kahua Cake ➤ Key Lime Pie ➤ Old Fashioned Chocolate Cake ➤ White Cake with Vanilla Frosting ➤ Carrot Cake ➤ Whipped Peanut Butter Creme Pie ➤ Fruit Cumb Pie, Apple, Blueberry or Cherry

Cheesecake (per guest)	
\$3.75	<ul style="list-style-type: none"> ➤ Vanilla Bean ➤ Turtle ➤ Red Velvet ➤ Pumpkin (available fall only)

Cakes, Cupcakes, & More

\$20.00	➤ 1/2 Sheet Cake (serves 15)
\$30.00	➤ 1/2 Sheet Cake (serves 30)
\$50.00	➤ Full Sheet Cake (serves 60)
\$9.00	➤ Mini Size Cupcakes - per dozen
\$1.50	➤ Cupcakes - each
\$12.00	➤ Whoopee Pies (assorted flavors available) - per dozen
\$12.00	➤ Pumpkin Cookies with Cream Cheese Frosting - per dozen (fall only)
\$4.75	➤ Assorted Gourmet Desserts - per guest
\$9.00	➤ Assorted Cookies and/or Brownies
\$18.00	➤ Decorated Seasonal Cookies
\$25.00	➤ Torte (Choose from Angel Food Cake & Fruit, Brownie, or Pumpkin)
\$38.00	➤ Ice Cream - Assorted Flavors (serves 50)

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

B5U

Beverages

Coffee & Tea

- > Coffee & Tea Service (per guest)
- > Pump Pot (per 1/2 gallon - 8 servings)
- > Large Urn (per 1 1/2 gallon - 24 servings)

\$2.25
\$18.00
\$54.00

Soda & Water

(prices per guest unless specified)

- > Assorted Pepsi Products - Bottles
- > Assorted Pepsi Products - Cans
- > Bottled Water (16.9oz)
- > Bottled Water (2oz)
- > Bulk Water
- > Bulk Infused Water

\$1.99
\$1.50
\$1.50
\$1.99
\$1.30
\$.50

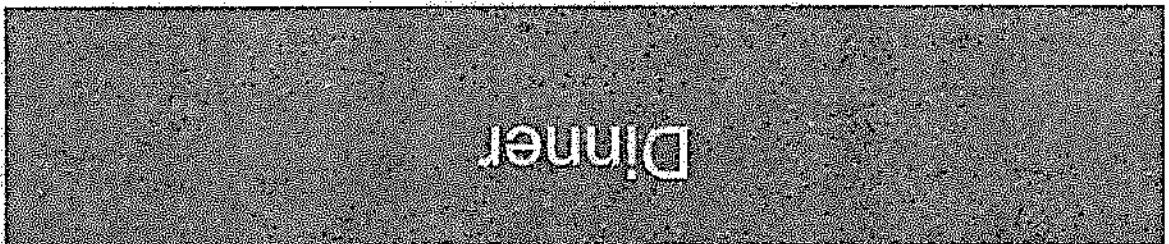
Other

- > Assorted Bulk Juice
- > Pitchers of Juice (per 48oz - 8 servings)
- > Bulk Lemonade or Iced Tea
- > Pitchers of Iced Tea or Lemonade (per 48oz - 8 servings)
- > Hot Chocolate
- > Apple Cider (hot or cold)
- > Lion Ambassador Punch

\$1.75
\$10.50
\$1.25
\$7.50
\$2.25
\$1.75
\$2.20

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

BSU



Asian Cuisine

- Sesame Chicken (prices per guest - 20 guest minimum)
- Beef and Broccoli
- Vegetable Lo Mein
- Vegetable Fried Rice
- Spring Rolls (Vegetarian or Pork)

\$5.75
\$5.75
\$3.25
\$3.25
\$3.25

Puerto Rican Cuisine

- Pernil (Roasted Pork with Sofrito)
- Pollo (Chicken Breast with Adobo)
- Arroz con Color (Spanish Rice)
- Pastelitos (Beef Empanadas)

\$5.50
\$5.00
\$1.55
\$2.99

Pasta

- Lasagna, Cheese, Beef or Grilled Vegetable (prices per guest - 20 guest minimum)
- Stuffed Shells (2 per person)
- Spaghetti with Sauce (Served with Marinara & Meat Sauce)
- Linguini with Roasted Vegetables
- Macaroni & Cheese
- Four Cheese Baked Penne
- Potato Gnocchi With Basil Pesto

\$4.50
\$3.50
\$3.50
\$3.75
\$3.50
\$3.50
\$3.75
\$3.99

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

BSU



Special Event Agreement

BZ Contact: Kyle Lincoln
Phone: 610-376-2100 ext.225
Email: klincoln@bodyzonesports.com

Company Contact Information

Contact: Kyle Frison
Title: BSU President

Company/Organization: Black Student Union (Penn State Berks)

Address: 2080 Turbopark Road

City: Reading State: PA Zip: 19610

Phone(w): 215-327-1832 Fax: N/A

Email: kcf5161@psu.edu

VRG 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 and all 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 the agreement. The foregoing indemnity shall especially survive the termination of this agreement. Details of this agreement can be found below.

Event: Black Student Union (Penn State Berks) Pool Rental

Date: April 27, 2019 Time: 9:00pm - 11:00pm

Venue(s): Pool

Total Cost: \$500 Deposit: \$250 Due Date: See Notes

Body Zone: Kyle Lincoln

Date: December 18, 2018

Customer: Black Student Union (Penn State Berks)

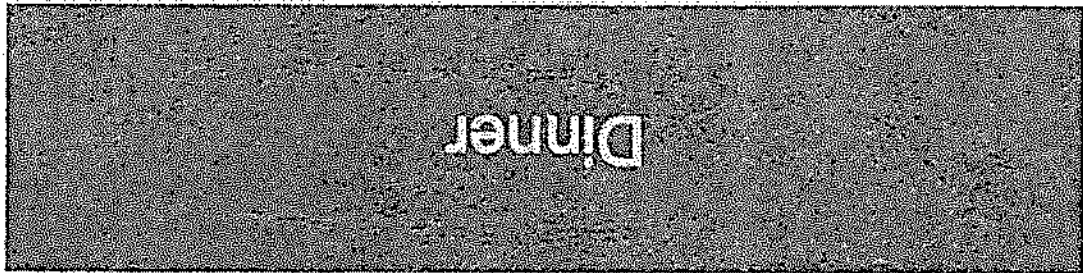
Date: April 27, 2019

Notes: 2 hours of swimming for Penn State Berks students while interacting with fellow peers.

- All attendees must bring \$25 to when signing in.
- Max number of attendees: 50.
- Deposit and agreement must be received no later than March 1, 2019.
- Please send to: Body Zone Sports and Wellness Complex
- 3103 Paper Mill Road
- Wyomissing, PA 19610
- Attn: Kyle Lincoln Aquatics Coordinator
- * Due to increased body zone at future events with by 5000

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

BSU



Vegetarian Entrees

(prices per guest)

> Vegan Spinach and Mushroom Turnovers	\$2.50
> Vegan Stuffed Peppers	\$3.00
> Cheese Filled Portabella Mushrooms	\$4.00
> Handmade All Vegetable Burgers	\$3.50
> Roasted Corn and Bean Enchiladas	\$3.00
> Grilled Eggplant Parmesan	\$3.50
> Vegan Pot Pie Muffins	\$2.50
> Vegan Roasted Root Vegetable Pot Pie	\$2.50

Side Dishes

(prices per guest)

> Green Beans	\$1.55
> Broccoli	\$1.55
> Mixed Vegetables	\$1.55
> Corn	\$1.55
> Mashed Potatoes	\$1.55
> Roasted Red Potatoes	\$1.55
> Tossed Salad	\$2.45
Additional \$1 Charge for Individual Savings	
> Baked Potatoes with Sour Cream, Butter, and Chives	\$1.75
> Salad of the Day (Chef's Choice of Pasta, Tortellini, Potato, or Quinoa)	\$1.50
> Garlic Bread or Rolls	\$1.50
> Soup of the Day (per gallon - serves 16)	\$40.00
> Steamed White Rice	\$1.55
> Roasted Sweet Potatoes	\$1.55
> Wild Rice	\$1.55
> Rice Pilaf	\$1.55
> Couscous with Mushrooms	\$2.45
> Guinea Pig	\$1.55
> Caesar Salad	\$1.55

BSU

Break Service

Break Service

	(prices per guest)	
\$2.25	✓ Vegetables with Dip	
\$2.95	✓ Cheese with Dip	
\$3.05	✓ Fruit with Dip	
\$1.00	✓ Hand Fruit	
\$2.65	✓ Spinach & Artichoke Dip with Pita Chips	
\$2.65	✓ Hummus with Pita Chips or Vegetables	
\$2.85	✓ Buffalo Chicken Dip	
\$1.00	○ With Dip	
\$1.25	✓ Potato Chips or Pretzels	
\$1.25	✓ Fresh Fried Potato Chips	
\$1.00	○ With Salsa	
\$1.00	✓ Tortilla Chips	
\$55.00	✓ Vegetables with Dip - Small (serves 20-25)	
\$110.00	✓ Vegetables with Dip - Large (serves 45-50)	
\$85.00	✓ Cheese with Dip - Small (serves 20-25)	
\$160.00	✓ Cheese with Dip - Large (serves 45-50)	
\$85.00	✓ Fruit with Dip - Small (serves 20-25)	
\$150.00	✓ Fruit with Dip - Large (serves 45-50)	