

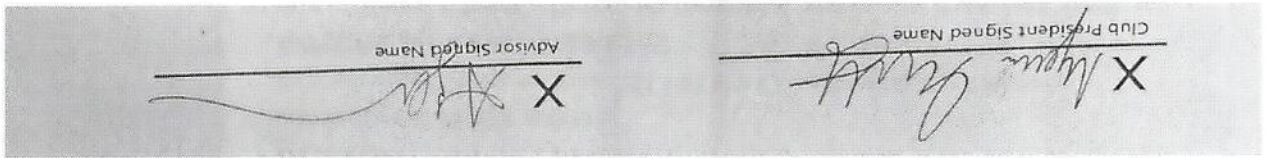
Financial Manager Notes:

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.

STEPS FOR BUDGET REQUEST



Organization requesting funds: SWE (Society of Women Engineers)

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

Contact person name: Kaiya Kizuka

PSU Email: khk5096@psu.edu Phone: (484) 926-1965

Club Advisor name: Dr. Panah

PSU Email: ane10@psu.edu Phone: (610) 396-6181

Date budget submitted: 11/4/2019

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

FOR FINANCIAL MANAGER USE

REQUESTED: 2718.37

ALLOCATED: 1563.90

APPROVED: YES or NO

STUDENT GOVERNMENT ASSOCIATION BUDGET REQUEST FORM

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

SWE

Please add more tables or rows as needed.

Program Name:	Escape Room	Program Location:	West Reading	Anticipated Number of Attendees:	10 people	Total Funds Requested for Program:	\$250	Is this program open to the campus?	Yes
Program Description:	Test engineering and problem-solving skills in a team bonding environment. One group would be nice to keep everyone together.								

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

Item Name	Unit Price	Quantity	Item Total	Location
Tickets	\$25	10	\$250	The Works in West Reading

DJ Unstable

Registration



DJ Unstable3 has invited you back to his pad for the after-after-party... but unbeknownst to your group of dance-loving friends, he has LOST HIS MIND - and set his turntables to EXPLODE at the end of his final 60 minute dance megamix. Defuse his turntables, and escape if you can... because when the beat drops- THE ROOM GOES BOOM! Escape rate approximately 30-35%

DJ Unstable
\$25.00

Program Name:	Class Workshop	Program Location:	Google Works	Anticipated Number of Attendees:	10	Total Funds Requested for Program:	\$650	Is this program open to the campus?	Yes
Program Description:	This glass workshop is intended to promote team bonding and creativity.								

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

Item Name	Unit Price	Quantity	Item Total	Location
Registration	\$65	10	\$650	Google Works

BUDGET REQUEST FORM

STUDENT GOVERNMENT ASSOCIATION

Classblowing - \$80 per participant / 4-7 individuals \$65 per participant / 8 or more individuals
 Always wanted to try glassblowing? Experience hot glass blowing in this workshop while learning to pick and apply colors, twist, turn, and shape hot glass into a unique object for your home. Each workshop can choose between creating a glass flower, paperweight, bud vase, stemless wine glass or a pint glass/tumbler in our hot shop. No experience is necessary.
 You will be contacted by GoggleWorks for pick up; projects are usually available in 48 hours.
 *Required: Tie back long hair, wear long sleeve shirt (non-synthetic) and close-toe shoes!

Program Name:	Networking Event
Program Location:	Penn State Berks
Anticipated Number of Attendees:	50
Total Funds Requested for Program:	\$1,818.37
Is this program open to the campus?	Yes
Program Description:	This networking event is a chance for students to talk to professional female engineers from different companies in-person. We are working with Development Office, Melissa Edwards, to invite the Chief Engineer of Exxonmobil company to this event. We are also working with the Communication Science department and Career Services office to organize the best networking event for our students and industry people.

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

Item Name	Unit Price	Quantity	Item Total	Location
Deli Sandwich & Wrap	\$11	60	\$660	Tully's
Butter				
Vegetables with Dip	\$2.25	50	\$112.5	Tully's
Cocktail Meatballs with BBQ Sauce	\$15	2	\$30	Tully's
Mini Vegetable Spring Rolls	\$25	2	\$50	
Bottled Water (20oz)	\$1.99	75	\$99.50	Tully's
Deluxe Salad Buffet	\$11	30	\$330	Tully's
Fresh Fruit Kabobs	\$60	2	\$120	Tully's
Assorted Gourmet Desserts	\$4.75	50	\$237.50	Tully's
Coffee & Tea Service	\$2.95	50	\$147.5	Tully's
Tablecloths	\$13.39 15.90	1	\$13.39	Amazon Tully's
Plastic Plates	\$19.99	1	\$19.99	Amazon
Cutlery	\$19.99	1	\$19.99	Amazon
Thank You Cards	\$88.00	1	\$88.00	Shutterfly
Total			\$1818.37	

included
 fabric tablecloths

- Assorted Gourmet Desserts - per guest \$4.75
- Bottled Water (16.9oz) \$1.50
- Bottled Water (20oz) \$1.99

88

Program
 → mats

food 500

\$ 2.65

- Cold Selections (prices per 25)
 - Fresh Fruit Kabobs \$60.00
 - Bruschetta Crostini \$60.00
 - Bite Size Cheesecakes \$25.00
 - Homemade Cream Puffs \$25.00
 - Iced Shrimp Cocktail \$60.00
 - Tiramisu Dip with Ladyfinger Cookies \$30.00
 - Devised eggs, choice of picnic or bacon \$25.00
 - Belgium endive leaves with choice of cured chicken salad, pulled
 - buffalo chicken, hummus w/roasted vegetables, blue cheese whipped cream \$25.00
- Vegetables with Dip \$2.25
- Cocktail Meatballs with BBQ Sauce \$15.00
- Coffee & Tea Service (per guest) \$2.95
- Spring Rolls (Vegetarian or Pork) \$3.25

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

guc

Deli Sandwich and Wrap Buffet \$11.00 per guest

Chef choice or your pick, served on wraps, focaccia, hearth seeded bread, Cuban rolls or pretzel rolls

Choice of:

- Roast Beef & Cheddar
- Ham & Swiss
- Turkey & Provolone
- Egg Salad
- Cheese & Vegetable
- Vegetable
- Tuna Salad
- Chicken Salad
- Italian Meats
- Grilled Chicken
- Flaked Salmon

Small Bag of Chips/Pretzels

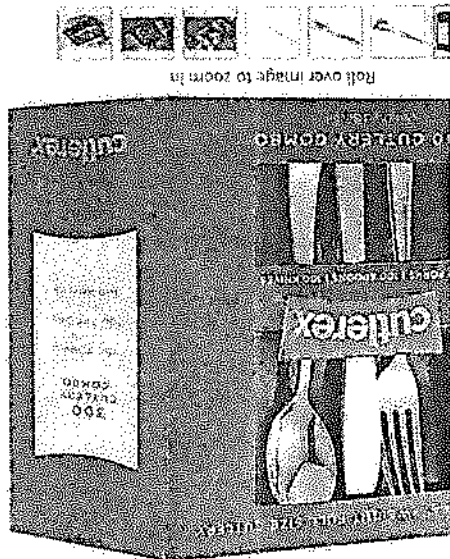
Choice of:

- Chicken Caesar
- Chef
- Autumn Chicken
- Garden
- Grilled Chicken

Deluxe Salad Buffet \$11.00 per guest

Please Specify Large Bowl, Salad Bar Setup or Individual Serving

- Roll or Breadstick
- Bakery Cookies (2)
- Bottled Beverages (Water, Iced Tea, & Soda)



300 Plastic
Silverware Set
Silver Plastic Cutlery
Set, Disposable
Silverware Set | 100
Plastic Forks, 100
Plastic Spoons, 100
Plastic Knives |
Heavy Duty Bulk
Disposable Flatware
Plastic Utensils Set
By Prestee
★★★★★ - 41 ratings
| 16 answered questions
Price: \$19.99 FREE shipping
on orders over \$25.00
shipped by Amazon or get
Fast, Free Shipping with
Amazon Prime
& FREE Returns

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

5ME

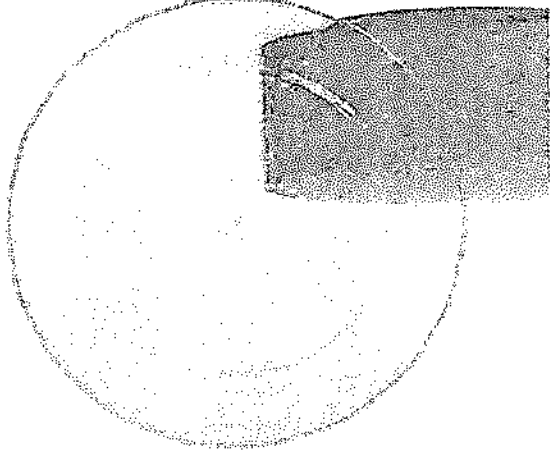
Evershine (6-Pack Heavy Duty Plastic Table Covers (Reusable) Navy Blue)
(Rectangle 54" x 108", 412 ratings, 29 answered questions)
Price: \$13.39 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns
Size: 6 PACK Rectangle 54" X 108"



Click image to open expanded view

6 PACK Rectangle 54" X 108"
A PACK Round 54"
4 PACK Rectangle 54" X 108"

AmazonBasics Disposable Clear Plastic Plates, 50-Pack, 10.25-inch
by AmazonBasics
289 ratings, 39 answered questions
Price: \$19.99 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns
Size: 10.25"



Shutterfly

Stationery Card - 11/4/2019 Save

25 Stationery Cards for \$24.75 (Save \$2.77)

Stationery Cards \$2.59 ea. \$64.75 \$49.75

Signature Smooth \$0.00 ea. \$0.00

Cardstock \$0.24 ea. \$4.75

Envelopes - Silver \$0.69 ea. \$14.75

Liners \$0.25 ea. \$6.25

Total: \$88.00 \$69.25

Address my envelopes for me

Options

Stationery Cards

Signature Smooth

Cardstock

Envelopes - Silver

Blank env

Liners

ADDRESS

Mail - Kizuka, Kaiya H. Student Home Base Dashboard Connect - To Do Assist MATLAB

https://www.shutterfly.com/creations/hn/bundles/views/projects/gd066

Shutterfly | 5x7 Stationery