

FOR FINANCIAL MANAGER USE  
 REQUESTED: 376.53  
 ALLOCATED: 298.44  
 APPROVED: YES or NO

STUDENT GOVERNMENT ASSOCIATION  
 BUDGET REQUEST FORM

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

Organization requesting funds: Penn State Berks Step Team

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

Contact person name: Destiny Taylor

PSU Email: dmt5595@psu.edu

Phone: 610-724-3628

Club Advisor name: Sandra Reichel

PSU Email: sjr3@psu.edu

Phone: 610-396-6067

Date budget submitted: 11/11/19

X Destiny Taylor  
 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 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.
- Please add more tables or rows as needed.

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Program Name:	Ice Cream Social
Program Location:	Perkins Lobby
Anticipated Number of Attendees:	100+
Total Funds Requested for Program:	\$96.53
Is this program open to the campus?	Yes

Program Description: Our club's ice cream social is focused on promoting the club and recruiting new members for the team.

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

Item Name	Unit Price	Quantity	Item Total	Location
Ice Cream	\$38.00	1	\$38.00	Food Services
Ice Cream	\$38.00	1	\$38.00	Food Services
Paper Bowls	\$3.97	2	\$8.56	Walmart

Plastic Spoons	4.58	1	\$3.97	Walmart
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Program Name:	Step Team Talent Show
Program Location:	Auditorium
Anticipated Number of Attendees:	100+
Total Funds Requested for Program:	\$150
Is this program open to the campus?	Yes

Program Description: Our club will host a talent show where we will show off our steps/trills, while also giving other students on campus the platform to show off their talents as well. We will have prizes for the top 3 winners. The executive board of the step team will be the guest judges.

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

Item Name	Unit Price	Quantity	Item Total	Location
Prize 1: Giftcard	\$75	1	\$75	Walmart/Target
Prize 2: Giftcard	\$50	1	\$50	Walmart/Target
Prize 3: Giftcard	\$25	1	\$25	Walmart/Target

# Desserts

## Standard Cakes & Pies (per guest)

\$2.99

- PSU Blue Cake
- Oreo Cake
- Red Velvet Cake
- Sour Cream Apple Pie
- Whipped Lemon Pie
- Oreo Crème Pie
- White Cake with Raspberry Filling
- Pumpkin Pie
- Pumpkin Roll Cake (available fall only)
- Carrot Cake
- Whipped Peanut Butter Crème Pie

## Cakes, Cupcakes, & More

- 1/4 Sheet Cake (serves 15) \$20.00
- 1/2 Sheet Cake (serves 30) \$30.00
- Full Sheet Cake (serves 60) \$50.00
- Bite Size Cupcakes – per dozen \$9.00
- Cupcakes – each \$1.50
- Whoopie Pies (assorted flavors available) – per dozen \$12.00
- Pumpkin Cookies with Cream Cheese Frosting – per dozen (fall only) \$12.00
- Assorted Gourmet Desserts – per guest \$4.75
- Assorted Cookies and/or Brownies \$9.00
- Decorated Seasonal Cookies \$18.00
- Trifle (Choose from Angel Food Cake & Fruit, Brownie, or Pumpkin) \$25.00
- Ice Cream – Assorted Flavors (serves 50) \$38.00 ★

- Classic New York
- Marble Cheesecake
- Chocolate Raspberry Cheesecake

## Cheesecake (per guest)

\$3.75

STUDENT GOVERNMENT ASSOCIATION  
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Program Name:	Club Rush
Program Location:	Perkins Plaza
Anticipated Number of Attendees:	50+
Total Funds Requested for Program:	\$80 <i>7244</i>
Is this program open to the campus?	Yes
Program Description: This event will be used to recruit new members to the team.	

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

Item Name	Unit Price	Quantity	Item Total	Location
Personalized Wristbands	\$1.25	50	\$62.50	Reminderband.com
Candy	\$9.94	1	\$9.94	Wal-Mart

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NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

STUDENT GOVERNMENT ASSOCIATION  
BUDGET REQUEST FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_