

Date Submitted:3/23/2017 11:58 AM
Submitted by:Samer Elsamna

Date Approved3/29/2017 12:45 PM
Approved by:Deanna Hickman

Budget Request Form for Fall 2017

RUSA Allocations Budget Submission

THIS FORM IS DUE SUNDAY MARCH 26th AT 10:00 PM

Late submissions will be accepted until Wednesday, March 29th at 10:00 PM and will be assessed a 15% late penalty at time of review.

Directions:

Please be sure to read the Allocations guidelines for fundable and non-fundable

items: <https://sites.google.com/site/rusaallocations/funding-guidelines>

(<https://sites.google.com/site/rusaallocations/funding-guidelines>). Complete the form to the best of your ability with detailed descriptions.

In addition, click here to read the Rutgers Student Centers Expenses:

<https://sites.google.com/site/rusaallocations/student-center-equipment-rental-information>

(<https://sites.google.com/site/rusaallocations/student-center-equipment-rental-information>). This will help you estimate expenses for the "Room Rental and Equipment" line for on campus programming budgets if you so chose to hold one.

If you have any questions or concerns, please email rusa.allocations@gmail.com (<mailto:rusa.allocations@gmail.com>).

Organization Name

Palestine Children's Relief Fund

SABO Account Number (Provisional Groups without an account number should write the word PROVISIONAL in this box)

1184

Mission of Organization (from your group's constitution)

This organization shall have the dual purpose of raising awareness of the unique and complex problems facing children living in the Middle East and working to address these issues through donations. This organization shall promote dialogue about these humanitarian issues and introduce a tangible manner for young adults to help. This organization shall conduct projects that will raise funds that will be donated to the PCRF. These funds will be used to locate and treat children from the Middle East who need medical help. This organization shall network with local doctors and hospitals and find host families for children seeking treatment.

Name of Contact Person

Samer Elsamna

Position

Treasurer

Contact Email (*must be checked daily*)

s.samna@rutgers.edu

Organization Advisor (or Cultural Center) assigned by Student Involvement

Karen Ardizzone

Do You Have Approved Storage Space on Campus

No

If so, where is that storage located?

No Response

Enter your budget requests in priority order. Your highest priority request should be entered as Program 1. You will not be able to rank them later as in the past. This should make the process easier for you.

Does your organization charge mandatory dues?

No

Are You Applying For Organizational Maintenance (formerly known as Overhead)? (Office supplies and advertising related to recruitment and management of your organization)

Yes

Select Type of Event For the 1st Event You Are Applying For (If you are a Media organization with a Publication, you should select Publication here, before any other budget requests)

Stand Alone Program

***Student Organizations with outstanding advances or a remaining advance balance ARE NOT permitted to appeal for additional allocations until the amount of the advance(s) are satisfied in full.**

****Remember to list "RUSA Allocations Board, paid for by student fees" on ALL advertisements if the Allocations Board funds over 20% of the entire program or event at the time of the SUBMITTED BUDGET.**

*****Remember organizations may not charge undergraduate students more than \$10.00 for admission to a program if at least 20% of the funding of the SUBMITTED budget comes from the Allocation Boards.**

******Having at least one event evaluation on file on getINVOLVED will help the Allocations members better assess the need of your group and events/projects. This form can be found on the Student Involvement (Department Of) page on getINVOLVED**

Organizational Maintenance

Organizational Maintenance funds expenses related to the daily upkeep of your organization. For example, advertising items for your organization (imprinted pens, t-shirts), food for meetings, fees associated with room rental/equipment rental for general meetings, newsletters, office supplies and/or Targum ads for general meetings can be used with these funds. Organizational Maintenance CANNOT be used towards monetary gifts or prizes.

Please list the total costs for each category. Please put "\$0" if not applicable.

Room Rental

0

Office Supplies

465

Advertising (Duplication/ Imprinted Supplies to Advertise your general meetings)

400

Food for General Meetings

400

Promotional Giveaways:

(Promotional giveaways must go towards everyone)
(i.e. we do not fund gift card prizes, but we fund promotional pens that are distributed to everyone)

0

Software (for University owned computers)/Website (hosting fees)

200

Duplications (copies of programs to be distributed during an event):

0

Phone Charges

0

Uniforms (Performing Organizations Only)

0

Other (such as storage fees)

0

Total Cost Requested

1465

Please provide detailed descriptions for each category

Room Rental

No Response

Office Supplies

sharpies(\$20), markers(\$10) , whiteboard (\$165), posters (\$25), scissors (\$10), glue (\$8), pens (\$10), paper clips (\$5), tape (\$15), stamp kit (\$40), writing pads (\$7), post-it notes (\$15), construction paper (\$7), name tags (\$46), planners, staplers (\$20), staples (\$6), pushpins (\$10), labels (\$6), sign frames (\$40)

Advertising

PCRF Banner/postcards \$300

Food for General Meetings

No Response

Promotional Giveaways

No Response

Software/Website

Online host for ticket purchasing - \$100 x 2 =\$200

Phone Charges

No Response

Uniforms (*Performing Organizations only*)

No Response

Other (such as storage fees)

No Response

Stand Alone Program

Program Name (We do not fund banquets, retreats, socials, parties, etc. - please review [Funding Guidelines \(https://sites.google.com/site/rusaallocations/funding-guidelines\)](https://sites.google.com/site/rusaallocations/funding-guidelines) on types of events that are eligible for funding)

Rutgers Got Talent

Program Description/Goal

Rutgers Got Talents is the largest event to kick off the school year by show the student body the diversity and the many talents of student and student body organization on campus. A number of students and student organizations come together and compete to be the most talented individual or group by displaying their hidden talents in front of a live audience of their peers. The audience will then vote on their favorite talent to proceed to finals to which the top three students/groups will display their final talent and audience members will once again vote on their favorite talent to determine a finalist. Audience members will have the opportunity to win amazing prizes, eat an unlimited amount of snacks, and cheer on the performers throughout the entirety of the event. The goal of the event is to not only bring together the rutgers community to watch their fellow peers perform, but it is also an essential event to our organization as it typically raises at least \$3000 to be donated to children in need of medical and humanitarian relief in the Middle East.

Date of Program

11/30/2017

Expected Attendance

450

Location

Livingston Student Center MPR

Admission Charge/Ticket to Rutgers students (if applicable)

\$7

Please list the total costs for each category. Please put "\$0" if not applicable.

Room Rental and event related equipment (sound, setup costs etc):

\$1,205

Advertising

\$1050

Food and Beverage

\$2072

Supplies/Materials/Decorations (*this category now includes costumes/props*)

\$710

Duplications

0

Contracts and Rights (*formally known as entertainment/honorarium*)

If you are applying for Contracts and Rights, which category are you applying for? (*check all that apply*)

DJ

Contracts and Rights (*formally known as entertainment/honorarium*)(Please indicate the breakdown of the costs for EACH category that you had listed above, and describe the other category if chosen. i.e. DJ: \$200, Henna Artist: \$150)

\$400

Other

\$100

Total Cost of the Program

\$5537

Please provide detailed descriptions of the costs**Room Rental**

Room Charge: (\$350.00 per Half Day) 1 \$350.00 Livingston Equipment:
Microphone 4 \$15.00 \$60.00
Stage 4' x 8' 16 \$10.00 \$160.00
Presentation Package for Livingston Hall B 1 \$130.00 \$130.00 Lighting Package 3: One Day Custom Lighting 1 \$300.00
\$300.00 Microphone Wireless Handheld 2 \$40.00 \$80.00
House Sound 1 \$50.00 \$50.00
Miscellaneous Charges:
Setup Charges 6 \$12.50 \$75.00

Advertising

Postcards: \$300
Tickets: \$50
Programs: \$300
Banner: \$200 x2 = \$400

Food and Beverage

Movie Theater Candy: \$620
Popcorn machine: \$87
Popcorn kernels: \$105
Drinks: \$350
Cotton Candy: \$360
Pennsylvania soft pretzels: \$550

Supplies/Materials/Decorations

tablecloths \$100
hanging banners \$150
balloons \$200
streamers \$50
candy bowls \$60
popcorn boxes: \$150

Duplications

No Response

Contracts and Rights

(If you are applying for Contracts and Rights, please list the names of the contracted professionals (or whom you intend to contract). Faculty members may not be paid for services related to their role at the University, and members of your organization may not profit from their participation in your organization)

DJ: \$200, Hosts (2): \$200 = 400

Other

Voting system \$100

Second Budget Request

Select Type For the 2nd Event You Are Applying For (if Necessary)
Stand Alone Program

Stand Alone Program

Program Name (We do not fund banquets, retreats, socials, parties, etc. - please review [Funding Guidelines](https://sites.google.com/site/rusaallocations/funding-guidelines) (<https://sites.google.com/site/rusaallocations/funding-guidelines>) on types of events that are eligible for funding)

Soccer Tournament

Program Description/Goal

Rutgers PCRF will host its 6th annual Soccer tournament. Students campus wide organize into teams of players and will play against each other in a friendly, competitive game of soccer. The games will be single round elimination and the team that comes out standing will be declared winner of the 2015 PCRF Soccer Tournament. While the teams compete with each other on the field, there will be activities going on the side line such as an egg in spoon race, water balloon toss, and a dunk tank. Snacks and drinks will be served at the event along with a live DJ. This event brings together all Rutgers student interested in playing and watching competitive and fun soccer games. We usually have intramural soccer players as well as soccer players on club teams and teams put together by friends. This event also brings together fans of soccer who just want to watch and lay down on the beautiful Rutgers field across Werblin.

Date of Program

10/8/2017

Expected Attendance

300

Location

University Park Rutgers

Admission Charge/Ticket to Rutgers students (if applicable)

\$5 per player, \$3 for spectators

Please list the total costs for each category. Please put "\$0" if not applicable.

Room Rental and event related equipment (sound, setup costs etc):

\$1200

Advertising

\$600

Food and Beverage

\$1400

Supplies/Materials/Decorations (*this category now includes costumes/props*)

\$600

Duplications

0

Contracts and Rights (*formally known as entertainment/honorarium*)

If you are applying for Contracts and Rights, which category are you applying for? (check all that apply)

Other

Contracts and Rights (*formally known as entertainment/honorarium*)(Please indicate the breakdown of the costs for EACH category that you had listed above, and describe the other category if chosen. i.e. DJ: \$200, Henna Artist: \$150)

DJ: \$300

Other

0

Please provide detailed descriptions of the costs

Room Rental

\$400 Field set up, goals, soccer balls, pinnies, cones, tables, stand by medics (3)

\$800 10 Referees (\$10 per person per hour 8 hours)

Advertising

\$200 Banners

\$200 flyers

\$100 wristband

\$100 postcards

Food and Beverage

\$500 beverages: Gatorade, Dasani, coke soft drinks

\$200 Snacks: chips, chocolates, pretzels, popcorn,

\$200 Icecream

\$500 sandwiches

Supplies/Materials/Decorations

\$300 trash bags, utensils, cups, napkins, plates, picnic blankets

\$300 ping pong balls, sacks for sack races, tie dye material, dodge balls, balloons, first aid kit

Duplications

0

Contracts and Rights

(If you are applying for Contracts and Rights, please list the names of the contracted professionals (or whom you intend to contract). Faculty members may not be paid for services related to their role at the University, and members of your organization may not profit from their participation in your organization)

DJ

Other

No Response

Total Cost of Program

\$4100

Third Budget Request

Select Type For the 3rd Event You Are Applying For (if Necessary)

No Response

Fourth Budget Request

Select Type For the 4th Event You Are Applying For (if Necessary)

No Response