

Budget Request: Fall 2017 Performance

Budget	Fall 2017 Performance
Request ID	BR0479098
Organization	Stamp Test Organization
Budget Period	SGA Budget Period FY18
Date Submitted	9/10/17 1:20 pm
Submitted By	Valerie LaHoud vlahoud@umd.edu
Status	Pending
Total Requested	\$1,202.00

Flyers for Event (Advertising)

No.	Line Item	Requested
1	3724 - Advertising -	\$300.00
Totals:		\$300.00

Comment [VL1]: This is the "Item Title" from the budget application.

Comment [VL2]: This is the "Category" from the budget application.

Advertising

Information on Advertising [Required] PLEASE VERIFY THAT YOU HAVE READ AND UNDERSTAND THESE CONDITIONS

Some of examples of Advertising are:

- Flyers
- Posters
- Banners

Line Item Justification [Required]

- Provide a short description of why this line item is relevant to the Program Description. You simply need to make sure the Finance Committee understands why you are requesting this item in relation to the program.

We want to ensure that we achieve the maximum attendance for our event so we want to utilize colorful flyers that will be posted around campus. To ensure that our flyers attract attention and stand out, we will be utilizing colorful graphics which is why we are requesting funds for color printing.

Comment [VL3]: Justification shows not only why flyers are wanted to advertise the event but also provides justification as to why a more expensive form of advertising (color vs B/W printing) is desired.

Itemized Breakdown [Required]

Color printing = \$0.30/copy (for 500-999 copies)
No. of Copies = 1,000
1,000 x 0.30 = \$300.00

Comment [VL4]: Provides detailed explanation as to how total amount requested for the line item (\$300.00) was calculated.

- Please provide a detailed breakdown/calculation of requested expense. If this is provided in the back-up documentation, may enter "see back-up documentation" here. - MUST provide breakdown and documentation showing that food and lodging are not included in the calculations for Total Amount Requested.

Examples:

- Office Supplies Total Cost = \$60.00
- Copier Paper: \$10 each x 3 = \$30.00
- Packs of name bades \$3 each x 10 = \$30.00
- Space Rental Total Cost = \$363.00
- Stamp Atrium \$21 per hour x 5 hours = \$105.00
- Stamp Grand Ballroom \$86 per hour x 3 hours = \$258.00 (repeat as necessary)

Applicable Caps for Advertising [Required]

I HAVE READ AND UNDERSTAND THE APPLICABLE CAPS FOR THIS LINE ITEM.

Capped at \$1.00 per quantity of Anticipated Attendance.

Documentation Requirements for Advertising [Required]

- Advertising that involves Printing and Copying materials will also be reviewed as 3718 Printing and Copying
- All other Regular Documentation requirements apply (DG 0001-09201301).

I UNDERSTAND THE MINIMUM REQUIREMENTS AND THAT I HAVE TO UPLOAD REQUIRED DOCUMENTATION PRIOR TO SUBMITTING THE BUDGET REQUEST. THE DOCUMENT UPLOAD FIELD CAN BE FOUND AT THE BOTTOM OF THIS BUDGET REQUEST FORM.

Possible Reasons for Denial of Funding by SGA [Required]
 - General advertising for group is not funded unless it is for a banner, table throw or similar item to stay with the group.
 - Off campus advertising is not funded
 - Newspaper advertisements are not funded
 - Regular documentation not uploaded or not in compliance with guidelines

I HAVE READ AND UNDERSTAND THE POSSIBLE REASONS FOR DENIAL OF FUNDING UNDER SGA GUIDELINES.

Props for Performance (Contractual Services)

No.	Line Item	Requested
1	3752 - Contractual Services -	\$450.00
Totals:		\$450.00

Contractual Services

Information on Contractual Services [Required] PLEASE VERIFY THAT YOU HAVE READ AND UNDERSTAND THESE CONDITIONS

Some examples of Contractual Services are:
 - Guest speakers
 - DJs, performers
 - Police services

Line Item Justification [Required]
 - Provide a short description of why this line item is relevant to the Program Description. You simply need to make sure the Finance Committee understands why you are requesting this item in relation to the program.

To enhance the quality of the performance, we would like to have a decorative backdrop that we would rent for the evening.

Itemized Breakdown [Required] Flat charge for rental = \$450.00

- Please provide a detailed breakdown/calculation of requested expense. If this is provided in the back-up documentation, may enter "see back-up documentation" here. Examples:
 Office Supplies Total Cost = \$60.00
 - Copier Paper: \$10 each x 3 = \$30.00
 - Packs of name badges \$3 each x 10 = \$30.00
 Space Rental Total Cost = \$363.00
 - Stamp Atrium \$21 per hour x 5 hours = \$105.00
 - Stamp Grand Ballroom \$86 per hour x 3 hours = \$258.00 (repeat as necessary)
 Performer/vendor Fees
 - Flat rate for performance = \$2,500
 - Service fee is \$50/hour and event is 3 hours: \$50.00 x 3 = \$150.00

Documentation Requirements for Contractual Services [Required]
 Please provide the following information:
 - Name, description, and cost of service, shown in an invoice, or screenshot of email correspondence (must be exact price quote)
 - Phone number and email for service provider
 - All other Regular Documentation requirements apply (DG 0001-09201301).

I UNDERSTAND THE MINIMUM REQUIREMENTS AND THAT I MAY HAVE TO UPLOAD REQUIRED DOCUMENTATION PRIOR TO SUBMITTING THE BUDGET REQUEST. THE DOCUMENT UPLOAD FIELD CAN BE FOUND AT THE BOTTOM OF THIS BUDGET REQUEST FORM.

Applicable Caps for Contractual Services [Required]
 - Capped at \$10 per quantity of Anticipated Attendance per day of the program (DG 3752-00201328)
 - The \$10 cap per Anticipated Attendance (DG 3752-00201328) for one-on-one training will be lifted only when demonstrated to benefit the entire group (DG 3752-10201302)

I HAVE READ AND UNDERSTAND THE APPLICABLE CAPS FOR THIS LINE ITEM.

Possible Reasons for Denial of Funding by SGA [Required]
 - No phone number and/or email for service provider included in documentation
 - Final price is still in negotiation
 - Final price is not exact
 - A student member of an organization who is providing a service that is directly related to the mission of that organization may not receive monetary compensation from the Student Activities Fee without pre-approval from the SGA Legislature
 - Regular documentation not uploaded or not in compliance with guidelines

I HAVE READ AND UNDERSTAND THE POSSIBLE REASONS FOR DENIAL OF FUNDING UNDER SGA GUIDELINES.

SGA Budget Application (SGA Budget Application)

Comment [VL5]: Provides a detailed explanation as to why a backdrop is needed for this program.

Comment [VL6]: Since the cost for this item is for a single item at a flat rate, no itemized breakdown is necessary. If the cost were based upon an hourly rate and/or more than (1) item were being rented, there would need to be breakdown calculation (i.e. \$50/hour x 6 hours = \$300. Or Qty requested = 2 x flat rate of \$450 = \$900.

No.	Line Item	Requested
1	SGA Budget Application -	\$0.00
Totals:		\$0.00

Comment [VL7]: REQUIRED Budget Item for the SGA Budget Application. The amount requested should ALWAYS be \$0.00 for the SGA Budget Application line item.

SGA Budget Application Summary

Link to Stamp Event & Guest Services room rates: https://orgsync.com/71620/custom_pages/11557

SGA Budget Application 2017-2018 Academic Year

Only enter student group's SGA-recognized mission statement (can be found on OrgSync). [Required]
Remember that the stated use of the funds must support the mission of the organization in order to be eligible for SGA funding.

Our mission is to increase the opportunity for students interested in the performing arts to collaborate with other interested students for personal growth and share their interest with the campus community through activities and events. The group will have interest meetings throughout the year as well as rehearsals culminating with a performance at the end of every semester.

Comment [VL8]: 1) This should be the same mission statement as that associated with group's OrgSync registration. 2) The mission statement indicates that the group will hold performances which matches up with the what is being requested in this budget application.

Did you attend an SGA Budget Training Workshop this school year (after August 28, 2017)? [Required] Yes

You must be listed as the president or treasurer of your organization in your group's OrgSync profile AND have attended an SGA Budget Training Workshop to be eligible to submit a budget application on behalf of your organization.

For information on accessing your group's profile, contact the Student Organization Resource Center (SORC) at 301-314-7158 or sorc@umd.edu.

Comment [VL9]: The student submitting the budget application MUST have attended an SGA Budget Training Workshop.

SGA Finance Policies and Procedures [Required] I Agree

By accepting these Terms and Conditions, I certify that I have read thoroughly and completely the most recent Funding Guide, Manual on Financial Affairs, list of Discretionary Guidelines and other relevant updates which can be found at www.ter.ps.sgafinance7

President Name [Required] Group President

President's Phone Number [Required] 555-555-5555

Phone number is required in the event that the SGA Finance Committee needs to contact the president during budget deliberations.

Presidents' Email Address [Required] grouppresident@umd.edu

Treasurer's Name [Required] Group Treasurer

Treasurer's Phone Number [Required] 555-555-5556

Phone number is required in the event that the SGA Finance Committee needs to contact the treasurer during budget deliberations.

Treasurer's Email Address [Required] grouptreasurer@umd.edu

Does your student group have an inventory of items* that were purchased using the Student Activities Fee? [Required] No

*Inventory items are only those items that are not currently set to be used at a future Program. That is, if an item was bought using SAF funds for a specific Program that has not yet occurred, then it should NOT be included in the inventory. Once that Program passes and the item is still being stored by the group, then it should be recorded in the inventory during the next fiscal year.

For this budget application, are you requesting to purchase any items that will be kept by your student organization. [Required]
Answer yes, ONLY if the items being purchased will be kept by your group past the date of your program OR if this budget application is not for a date specific event.

No

If you responded "Yes" to Question 10 and/or 11, please note here the location of your secure, on-campus storage. If you responded "No" to both Questions 10 and 11, enter "N/A". [Required]
NOTE: ALL items purchased with SGA funds are considered property of the state and MUST be stored on-campus in a secure location with the exclusion of dorm rooms. If your group does not have access to storage, you can apply for a FREE storage locker through SORC. The application can be found in your groups' OrgSync portal under Forms.

N/A

Name of Program [Required] Spring Performance

Co-sponsoring organizations may NOT apply for funding for the same line items.
Co-sponsoring organizations MUST use the same "Name of Program" in corresponding applications. For purchase of items not specific to a Program, enter "General Operations".

Program Objective/Purchase Description [Required]
Submit "Program Purpose Statement" here. Describe with as much detail as possible.
Programs or purchases will be funded only if they are related to the organization's mission statement.

This is an event where all interested members can participate in an end of semester performance to showcase the work that they have done with the group throughout the semester and share with the campus community.

Comment [VL10]: The description should show how the program/purchase ties in with the group's mission statement. In this case, this program ties in with group's mission to provide a means for students to collaborate and share their experience with the campus community.

Date of Program/Purchase (Date of program OR date of payment, whichever is SOONER). [Required]

-If funds are needed for certain transactions BEFORE the date of program, be sure to CLEARLY specify that date in the "Documentation and Cost Quote Information" section of the appropriate Line Item.
- If requesting \$1,500 or less, is the date October 11, 2017 or later?
- If requesting more than \$1,500 is the date November 10, 2017 or later?
- If requesting funds for a program/purchase more than (5) months in advance, please complete the "Date Exception" question below.
- For purchases not needed for a specific program, enter the date items are needed by. That date MUST still fall within the above-stated calendar restrictions.

Comment [VL11]: Stamp Event & Guest Services requires final payment no later than five (5) business days prior to the event date. The date of the event is November 21 so the payment due date is November 13.

REIMBURSEMENTS ARE NEVER FUNDED
This means that payments due after a Program occurs CANNOT be processed by SORC due to MD State policy. This also means that group members will NOT be compensated if they have already paid out-of-pocket for an expense for which they are requesting SAF funds. DG 0001-11201304

Date Exception
If requesting funds for a Program/Purchase after (ENTER DATE HERE), please provide a detailed explanation as to why funds are needed.

Other date(s) for the Program

List any other dates that the program will occur on if it is a multi-day or recurring program. For example, you must list every date that you will be requesting a room if it is multiple days. ALL dates must fall within the above-state calendar deadlines to be eligible for funding.

Location of Program [Required]

If the program will be on campus at UMD, please provide the name of the venue. Otherwise list the city and state where the program is taking place. If the purchase is for items not related to a specific program such as equipment or supplies for general use, enter "N/A".

Justification for Off-Campus Location
If your program is off-campus, you must demonstrate why hosting the event on campus is insufficient. Please explain in detail here.

If you are requesting funding for an event or program that requires a space, include documentation of the reservation, including the source, date, and time, in the document upload below. If you have not yet reserved a space, please explain why here.
This is NOT the space to request funding for space rental. If you wish to request funding for space rental, include a line item in this application. Uploading here alone is not sufficient to request funds for space rental.

Please see attached reservation confirmation from Stamp Event & Guest Services

Comment [VL12]: A copy of the reservation confirmation is uploaded to the application to show proof that a venue has been secured. If a venue has not yet been reserved, a detailed explanation as to why must be provided here.

Is your group charging admission for the program for which you are applying for funding? [Required] Yes

Admission Charge Justification (DG 0001-02201604)
- If you are charging attendees an ADMISSION CHARGE to your event, please provide documentation and cost quote information for the admission charge. Please note this is not an admission paid to another entity for events the group is attending off-campus. It is for an admission charge that your group is charging to attendees of a program that your group is hosting.
- Funding will be provided for Programs with an admission charge ONLY if that revenue is used to pay an expense FOR THAT PROGRAM, and is NOT an expense that can be funded by the Student Activities Fee (examples: food, giveaways, etc). Any admission revenue may not serve as fundraising for the group or non-university entity. - Please break down how your admission charge will be used to fund elements of the program SGA cannot fund (ex. for a \$5 charge, \$4 per person is for food and \$1 per person is for a giveaway item). If possible, please document the costs.

We will be charging UMD students \$5 for the show and those funds are to pay for food and beverages as well as gifts for graduating seniors and End of Year Awards for group members.

Catering costs = \$4.50 per person
Gifts and awards costs = \$725.00. We anticipate approximately 300 UMD students attending which provides \$150 towards this expense with the remainder coming from non-UMD admission charge.
There is a \$15 admission charge for all non-students which will go towards after-party expenses as well.

Comment [VL13]: Groups receiving SGA funds are prohibited from charging admission for events UNLESS the group needs funds for expenses that, according to SGA guidelines, cannot be funded. In this example, the group is requesting funds for food and giveaways which are strictly prohibited.

Anticipated Attendance
- For General Operations, enter the group members as listed in your OrgSync portal roster.

Is your anticipated attendance completely UMD undergraduate students? [Required] No

If you responded "No" to the previous question, provide an explanation as to who those attendees are and an approximate percentage breakdown of UMD students versus non-UMD students. [Required]
If you responded "Yes" or "The program is not an event", enter "N/A".

We will be allowing all members of the campus community including faculty and staff to attend the event. We will also be allowing group members to invite friends and family. However, we anticipate from previous events that the majority of attendees will be UMD students (approximately 300).

Comment [VL14]: The source of SGA funding comes from the undergraduate Student Activity Fee. Therefore, the primary recipients of the funding must be UMD students.

List any Co-Sponsors and/or any additional sources of funding.
 -You MUST include an explanation of co-sponsors' contribution(s) to your program - monetary or otherwise.
 - If the contribution is monetary, include the actual amount of the contribution.
 - Documentation is NOT required, but all co-sponsors are expected to be making a contribution to the program to actually be considered a co-sponsor.

School of Music - will be donating \$300 towards costumes and props
 Pepsi Fund - we received \$200 in Pepsi funding to be used towards advertising costs

Comment [VL15]: The names of all co-sponsors are provided as well as the amount of their contribution.

Has a Funding Application for this Program already been submitted in a previous allocation for the same academic year? [Required]
 - If an application was submitted during a previous budget allocation period during the current academic year and any or all of the line item(s) requested were NOT funded due to documentation issues, the application can be resubmitted and MAY be eligible for funding IF (DG 0001-03201502):
 - Funding for the Program/Purchase will occur between 30-60 days before the Date of Program AND
 - Contains the same specific item(s) AND
 - Date of Program is still at least 30 days after the deadline.
 - New line item requests WILL NOT be considered for funding.
 - Additional funding for previously funded items that received partial funding due to mandatory caps, across the board budget cuts or other reasons CANNOT receive additional funding. DG 0001-11201401

[X] No

Room rental in Stamp for performance (Space Rental)

No.	Line Item	Requested
1	4970 - Room/Space Rental -	\$452.00
Totals:		\$452.00

Comment [VL16]: Note that this is the total amount of all space rental requested for this budget application. For this application, the group is requesting funds for two (2) different venues (see the Itemized Breakdown for details). While groups can submit a separate line item request for each venue, it is preferable to submit only one line item for each budget category.

Space Rental

Information on Space Rental [Required] [X] PLEASE VERIFY THAT YOU HAVE READ AND UNDERSTAND THESE CONDITIONS.\

Some examples of space rental are:
 - Space rental for on-campus venues such as The Stamp, Clarice or RecWell
 - Space rental for off-campus venue provided justification is provided on why on-campus venues are not sufficient.
 - Space rental for programs, rehearsals, practices, etc.

Line Item Justification [Required]
 - Provide a short description of why this line item is relevant to the Program Description. You simply need to make sure the Finance Committee understands why you are requesting this item in relation to the program.

Hoff Theater can accommodate the anticipated attendance and it also has a stage necessary for the performance. We also need a dressing room so have reserved the Nanticoke room which is the closest available space to the Hoff Theater.

Comment [VL17]: For Room/Space Rental, the line item justification should explain why the venue was chosen. For example, if a venue that is substantially larger than the anticipated attendance warrants, an explanation as to why that venue was chosen (for example, it was the only venue available on the desired date or it was the only venue that had amenities specifically needed for the event such as a stage).

Itemized Breakdown [Required]
 - Please provide a detailed breakdown/calculation of requested expense. If this is provided in the back-up documentation, may enter "see back-up documentation" here.
 - MUST provide breakdown and documentation showing that food and lodging are not included in the calculations for Total Amount Requested.
 Examples:
 Office Supplies Total Cost = \$60.00
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Hoff Theater cost for student groups = \$41.00/hr
 April 20 reservation = 4 hrs. for rehearsal (4 hrs. x \$41.00 = \$164.00)
 April 21 reservation = 6 hrs; 2 hrs. for the performance, 3 hrs. for set-up & rehearsal, 1 hr. for breakdown (6 hrs. x \$41.00 = \$246.00) Hoff Theater Total = \$164.00 + \$246.00 = \$410.00

Nanticoke cost for student groups = \$7.00/hour
 April 21 reservation = 6 hrs (6 hrs. x \$7.00/hour = \$42.00)

Hoff Theater & Nanticoke total = \$410.00 + \$42.00 = \$452.00

Documentation Requirements for Space Rental [Required]
 Please provide the following information:
 - Time period of rental
 - Venue capacity
 - Documentation for space rental must be uploaded to the budget application, including the source, date, and time of the reservation.
 - If an off-campus space, must demonstrate why on-campus space is insufficient.
 - All other Regular Documentation requirements apply (DG 0001-09201301).

I UNDERSTAND THE MINIMUM REQUIREMENTS AND THAT I HAVE TO UPLOAD REQUIRED DOCUMENTATION PRIOR TO SUBMITTING THE BUDGET REQUEST. THE DOCUMENT UPLOAD FIELD CAN BE FOUND AT THE BOTTOM OF THE BUDGET REQUEST FORM.

Possible Reasons for Denial of Funding by SGA [Required]

- Venue capacity must not be more than Anticipated Attendance (DG 4970-00201340)
- Off campus provider without justification as to why an on-campus provider is insufficient (DG 4970-00201341)
- Regular documentation not uploaded or not in compliance with guidelines

I HAVE REVIEWED AND UNDERSTAND THE POSSIBLE REASONS FOR DENIAL OF FUNDING.