



Ethnic Student Center Steering Committee  
Large Event Funding Request

#636881

Doc 1  
11/30/11

**\*\* THIS FORM IS ONLY FOR FUNDING REQUESTS EXCEEDING \$2000.00\*\***

Please read the Funding Guidelines and meet with the AS Ethnic Student Center Coordinator/Activities Advisor before completing and submitting this form,

*Submit your request in a timely manner, keeping in accordance with the processes and timelines outlined in the above mentioned Funding Guidelines*

*You will be notified via email of the time and location of the Ethnic Student Center Steering Committee Meeting*

***Large Event Funding requests are a two week process; week one for information, week two for vote.***

Presenting Organization Black Student Union

Student Name Last Sharon First Gitau

WWU email gitaus@students.wvu.edu Phone number 253-218-9347

Name of Program/Event Black History Month Heritage Dinner

Event Dates February 11, 2012

Event Location Viking Union MPR Estimated Attendance 270

## Event Overview

### Description for event and/or biography of speaker, performer etc.

Black History Month Heritage Dinner has been hosted every year by the Black Student Union as a way to celebrate African American *culture* in the western community as well as in the Bellingham community. This event will have an inspirational guest speaker Robert Jones. We will also have a hip hop performance from a well known dance group PG Boys and among that the BSU step team and student performances. The band for the evening will be Triple Treat a jazz band with some motown funk they are very popular and have opened for many well known figures such as Maya Angelou and Dwele. The food for the evening will be beef brisket, roasted red potatoes, baked beans and peach cobbler.

### The target audience for the program and expected outcomes

The target audience for our event is the Western Washington University community as well as the Whatcom county community.. We are looking to educate people on African American culture how far they have come through history and the struggles that still persist. This dinner is a celebration of the progress but a reminder of the difficult journey. We are budgeting for about 300 people there is a high possibility that we will have a large crowd since we will begin promoting it earlier.

### Past attendance records, if available, and/or success of similar events on other campuses

Our past record budgeted for a maximum of 300 and a minimum of 150 and the numbers have fallen somewhere in between. BSU has always had a good turn out for their annual Black History Month Heritage Dinner.

The benefit that will be given to the student body, and how it fits within the mission statement and goals of the Ethnic Student Center and Associated Students

The benefit that will be gained by the student body will be an education of what African American struggle through history and the hurdles that they have overcome; as well as the many new ones there are to overcome today. This will give students an understanding of what exactly African American culture is, its more than just hip hop but a whole history.

**Publicity and promotion plan**

We will have invitations mailed to the residents on campus as well as posters the week prior to the event. The posters will be posted all around campus and the Bellingham community. We will also plan on spreading about the event with word of mouth to people we know, in classes and to professors.

**Club Budget Authority Authorizer**

By submitting this esign form, I approve this request as the Budget Authority for the above named organization

You must meet with the ESC Coordinator/Activities Advisor before submitting this request. Please show the completion of this requirement by checking the box below:

Michael Vendiola, ESC Coordinator/Activities Advisor

**\*\* Please attach an ESC Funding Request Itemized Budget before submitting\*\***

- get the ESC Funding Request Itemized Budget spreadsheet form [here](#)
- fill out the form and save it to your PC
- complete the form and attach it to this form before submitting

The approver must enter the email address of the next approver and press Approve to send it or press LOCK to lock the form.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

Name: *БаТа Curran-Tileston* ID #: **W00871170**

Email To: [michael.Vendiola@WWU.edu](mailto:michael.Vendiola@WWU.edu) [Check Email](#)

(Full WWU email address required, e.g. [John.Doe@wwu.edu](mailto:John.Doe@wwu.edu)) unless you are attaching a file or locking the form.)

**Attached Files**

| FileName  | Description                     | Added By                 | Date                   | Del      |
|---|---------------------------------|--------------------------|------------------------|----------|
| <u>COPY OF 2011-2012 BHM DINNER BUDGET SETTLEMENT 2 %283%29.XLS</u> | Budget February 11th 2012 BHMHD | Sharon cynthla Gitau     | 11/13/2011 11:39:54 PM | <b>O</b> |
| <u>BHM DINNER BUDGET 1A.XLS</u>                                     | 11/5/11 Revised Budget          | Michael Melchor Vendiola | 11/15/2011 1:34:49 PM  | <b>a</b> |

**Signatures**

| Title                    | Time                   | Name                     | Dept          | Phone | Email  | Action  |
|--------------------------|------------------------|--------------------------|---------------|-------|--|---------|
| Not Found                | 11/13/2011 11:39:53 PM | Sharon cynthla Gitau     | Not Found     | N/A   | <a href="mailto:gitaus@students.wwu.edu">gitaus@students.wwu.edu</a>   | Submit  |
| Coord Esc Activities Adv | 11/15/2011 1:34:48 PM  | Michael Melchor Vendiola | VU Operations | X7Z72 | <a href="mailto:Michael.Vendlola@wwu.edu">Michael.Vendlola@wwu.edu</a> | Approve |
| Coord Esc Activities Adv | 11/15/2011 1:35:06 PM  | Michael Melchor Vendiola | VU Operations | X7Z72 | <a href="mailto:Michael.Vendlola@wwu.edu">Michael.Vendlola@wwu.edu</a> | Approve |
| Coord Esc Activities Adv | 11/15/2011 1:36:40 PM  | Michael Melchor Vendiola | VU Operations | X7Z72 | <a href="mailto:Michael.Vendlola@wwu.edu">Michael.Vendlola@wwu.edu</a> | Approve |

This form was last sent to [asvp.asst-activities&dtiversity@wwu.edu](mailto:asvp.asst-activities&dtiversity@wwu.edu)

## ESC Steering Committee Funding Request Itemized Budget

**\*\*Please attach to your Funding Request form\*\***

**Event:** Black Student Union Black History Month Dinner

**Date:** February 11, 2012

**Location** Vicking Union MPR

| Estimated Expenses    |                   |
|-----------------------|-------------------|
| Performers:           |                   |
| 1 Triple Treat        | \$1,500.00        |
| 2 Guest speaker       | \$600.00          |
| 3 PG boys             | \$350.00          |
| 4                     | \$0.00            |
| 5                     | \$0.00            |
| 6                     | \$0.00            |
| VU Event Services     | \$500.00          |
| Publicity/Advertising | \$0.00            |
| Food w/Wllie hart     | \$6,000.00        |
| Lodging               | \$300.00          |
| Transportation        | \$0.00            |
| Equipment Rental      | \$0.00            |
| copy/dup              | \$0.00            |
| Décor                 | \$200.00          |
| <b>Total Costs</b>    | <b>\$9,450.00</b> |

| Co-Sponsorship Revenue |                   |
|------------------------|-------------------|
| Sponsor 1 Steering     | \$4,500.00        |
| Sponsor 2 russ         | \$250.00          |
| Sponsor 3 Diversity ■  | \$2,000.00        |
| Sponsor 4 Pres. B rut  | \$500.00          |
| Sponsor 5 CBC          | \$0.00            |
| Sponsor 6 BP           | \$0.00            |
| Sponsor 7 RHA          | \$500.00          |
| Sponsor 8 TC Tradin    | \$250.00          |
| Sponsor 9 Willy Hart   | \$1,500.00        |
| Sponsor 1C sponsors!   | \$284.00          |
| <b>Total</b>           | <b>\$9,784.00</b> |

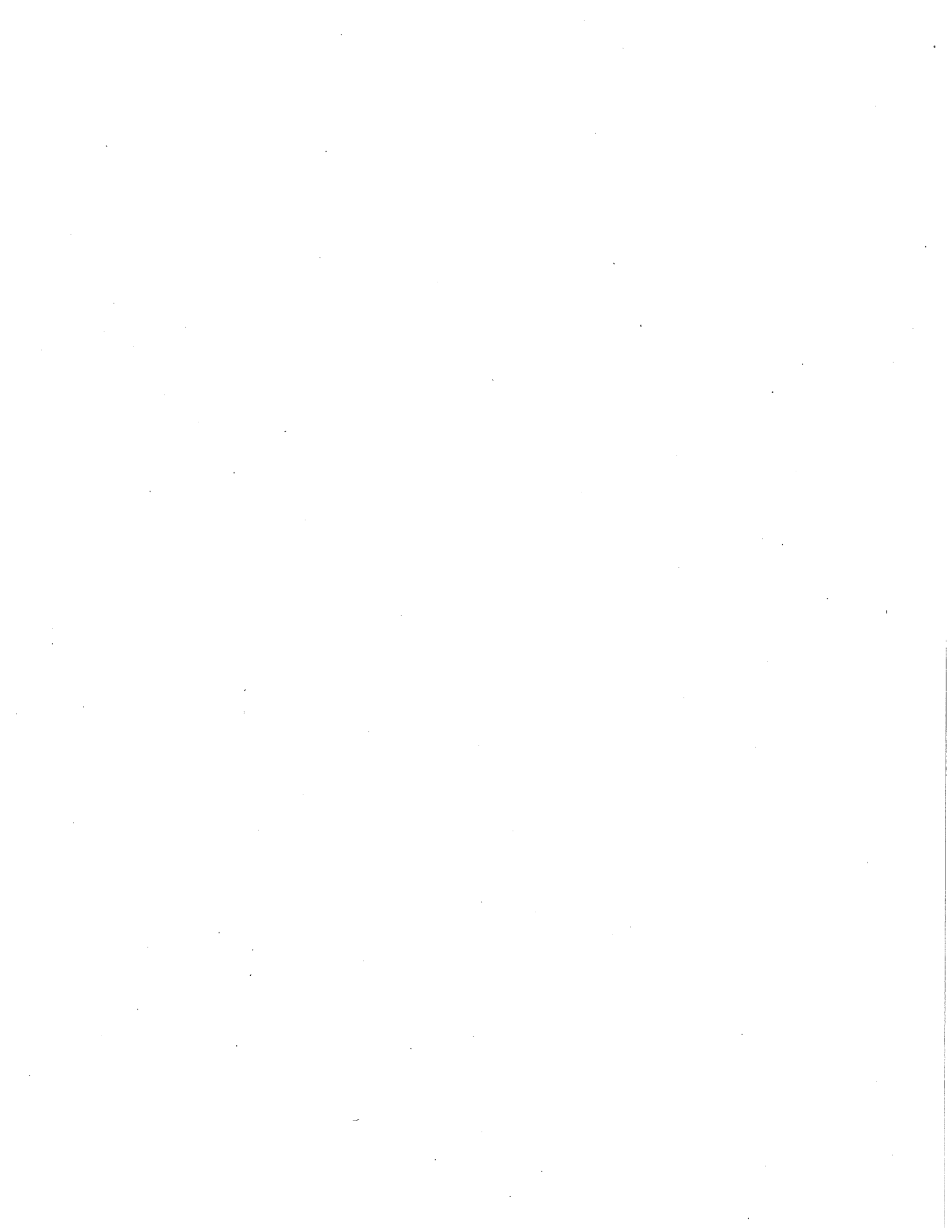
| Estimated Revenue (High)           | Estimated Revenue (Low)            |
|------------------------------------|------------------------------------|
| 170 tickets @ \$12.00 = \$2,040.00 | 125 tickets @ \$12.00 = \$1,500.00 |
| 85 tickets @ \$15.00 = \$1,275.00  |                                    |
| <b>Gross Ticket Revenue</b>        | <b>Gross Ticket Revenue</b>        |
| \$3,990.00                         | \$1,500.00                         |
| Less 5% tax                        | Less 5% tax                        |
| \$199.50                           | \$75.00                            |
| Less Box Office Fees (10%)         | Less Box Office Fees (10%)         |
| \$399.00                           | \$399.00                           |
| <b>Estimated Net Revenue</b>       | <b>Estimated Net Revenue</b>       |
| <b>\$3,401.00</b>                  | <b>\$2,243.86</b>                  |

**Co-Sponsorship Revenue** \$9,784.00

\$9,784.00

**Estimated Gain/Loss On Ever** \$3,735.00

\$2,577.86



Doc 2



## WESTERN Large Event Funding Request 1637508

WASHIKCTOK UNIVERSITY

**\*\* THIS FORM IS ONLY FOR FUNDING REQUESTS EXCEEDING \$2000,00\*\***

Please read the Funding Guidelines and meet with the AS Ethnic Student Center Coordinator/Activities Advisor before completing and submitting this form,

*Submit your request in a timely manner, keeping in accordance with the processes and timelines outlined in the above mentioned Funding Guidelines*

*You will be notified via email of the time and location of the Ethnic Student Center Steering Committee Meeting*

**Large Event Funding requests are a two week process; week one for information, week two for vote.**

Presenting Organization South Asian Student Association  
 Student Name Last Singh First Ganimat  
 VVWU email singhg4@students.wvu.edu Phone number 360 383 7975  
 Name of Program/Event A year in South Asia  
 Event Dates Feb 4, 2012  
 Event Location VU-MPR Estimated Attendance 200

### Event Overview

Description for event and/or biography of speaker, performer etc.

A year in South Asia is a way of celebrating our culture and creating awareness about the issues of South Asia. We are trying to capture the essence of our South Asian Heritage by educating not only the Bellingham community but ourselves as well. Through this event we would like to draw the audience's attention to the diversity of South Asia by showcasing different festivals that take place throughout the year.

The target audience for the program and expected outcomes

Our target audience is the WWU and Bellingham Community. We would like our audience to know that even though South Asia is such a small part of the world there are so many diverse communities that live together.

Past attendance records, if available, and/or success of similar events on other campuses

We had about 200 people attend our last Annual Heritage Dinner.

The benefit that will be given to the student body, and how it fits within the mission statement and goals of the Ethnic Student Center and Associated Students

The ESC's mission is to educate people about other cultures and through this event SASA would like to create awareness among the community about the different aspects of our culture and heritage.

Publicity and promotion plan

Facebook, Posters around campus and temples and outreach to other clubs.

### Club Budget Authority Authorizer

Isg By submitting this esign form, I approve this request as the Budget Authority for the above named organization

You must meet with the ESC Coordinator/Activities Advisor before submitting this request. Please show

the completion of this requirement by checking the box below:

- Michael Vendiola, ESC Coordinator/Activities Advisor

**\*\* Please attach an ESC Funding Request Itemized Budget before submitting\*\***

- get the ESC Funding Request Itemized Budget spreadsheet form [here](#)
- fill out the form and save it to your PC
- complete the form and attach it to this form before submitting

The approver must enter the email address of the next approver and press Approve to send it or press LOCK to lock the form.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

Name **SW» Curran-Tileston** ID#W00871170

Email To: [michael.vendiola@wwu.edu](mailto:michael.vendiola@wwu.edu) [Check Email](#)

(Full WWU email address required, e.g. [John.Doe@wwu.edu](mailto:John.Doe@wwu.edu)) unless you are attaching a file or locking the form.)

### Attached Files

| FileName                | Description                | Added By                | Date                     | Del |
|-------------------------|----------------------------|-------------------------|--------------------------|-----|
| BUDGET SHEET.XLS        |                            | Ganlmat Singh           | 11/15/2011<br>3:41:41 PM | 0   |
| REVISED SASA BUDGET.XLS | Revised SASA Dinner Budget | Kye Milan Grace Freeman | 11/16/2011<br>2:23:22 PM | 1   |

### Signatures

| Title                         | Time                     | Name                     | Dept                              | Phone | Email  | Action  |
|-------------------------------|--------------------------|--------------------------|-----------------------------------|-------|--|---------|
| Program Support Staff 4       | 11/15/2011<br>3:47:36 PM | Ganlmat Singh            | Finance and Marketing             | N/A   | <a href="mailto:singhg4@students.wwu.edu">singhg4@students.wwu.edu</a>   | Save    |
| Program Support Staff 4       | 11/15/2011<br>3:47:43 PM | Ganlmat Singh            | Finance and Marketing             | N/A   | <a href="mailto:singhg4@students.wwu.edu">singhg4@students.wwu.edu</a>   | Submit  |
| Coord Esc Activities Adv      | 11/15/2011<br>5:25:02 PM | Michael Melchor Vendiola | VU Operations                     | X7272 | <a href="mailto:Michael.Vendiola@wwu.edu">Michael.Vendiola@wwu.edu</a>   | Approve |
| Business Office Asst Director | 11/16/2011<br>2:23:21 PM | Kye Milan Grace Freeman  | Student Activities Administration | N/A   | <a href="mailto:freemak6@students.wwu.edu">freemak6@students.wwu.edu</a> | Approve |

This form was last sent to [asvp.diverslty@wwu.edu](mailto:asvp.diverslty@wwu.edu)

# ESC Steering Committee Funding Request Itemized Budget

**\*\*Please attach to your Funding Request form\*\***

**Event:** SASA Heritage Dinner (A year in South Asia)

**Date:** Feb, 4 2011

**Location** MPR - WWU Campus

| Estimated Expenses    |                    |
|-----------------------|--------------------|
| Performers:           |                    |
| 1                     | \$ 165.00          |
| 2                     | \$ 165.00          |
| 3                     | \$ 165.00          |
| 4                     | \$ 165.00          |
| 5                     | \$ 165.00          |
| 6                     | \$ 165.00          |
| VU Event Services     | \$ 500.00          |
| Publicity/Advertising | \$ 400.00          |
| Food                  | \$ 4,300.00        |
| Lodging               | \$ -               |
| Transportation        | \$ -               |
| Equipment Rental      | \$ -               |
| Linens                | \$ 100.00          |
| Décor                 | \$ 210.00          |
| <b>Total Costs</b>    | <b>\$ 6,500.00</b> |

| Co-Sponsorship Revenue |                    |
|------------------------|--------------------|
| Sponsor 1 MSA          | TBD                |
| Sponsor 2 Willy Hart   | \$ 1,200.00        |
| Sponsor 3 Diversity    | \$ 1,000.00        |
| Sponsor 4 RHA          | \$ 900.00          |
| Sponsor 5 ESC          | \$ 3,400.00        |
| Sponsor 6              | \$ -               |
| Sponsor 7              | \$ -               |
| Sponsor 8              | \$ -               |
| Sponsor 9              | \$ -               |
| Sponsor 10             | \$ -               |
| <b>Total</b>           | <b>\$ 6,500.00</b> |

Total Budget for Performers  
Décor / Centerpieces

Capacity 250  
Expected guest count  
Performers

| Estimated Revenue (High)              | Estimated Revenue (Low)               |
|---------------------------------------|---------------------------------------|
| 170 tickets @ \$ 10.00 \$ 1,700.00    | 150 tickets @ \$ 10.00 \$ 1,500.00    |
| 60 tickets @ \$ 13.00 \$ 780.00       | 50 tickets @ \$ 13.00 \$ 650.00       |
| <b>Gross Ticket Revenue</b>           | <b>\$ 2,150.00</b>                    |
| Less: 5% tax @ 118.10                 | Less: SAS tax \$ 102.38               |
| Less: Box Office Fees (10%) \$ 248.00 | Less: Box Office Fees (10%) \$ 248.00 |
| <b>Estimated Net Revenue</b>          | <b>\$ 1,799.62</b>                    |

|                              |             |             |
|------------------------------|-------------|-------------|
| Co-Sponsorship Revenue       | \$ 6,500.00 | \$ 6,500.00 |
| Estimated Gain/Loss On Event | \$ 2,113.90 | \$ 1,799.62 |

\$990.00 Includes their transportation and other expenses

230

20



Doc 3



WASHIKCTOK IT K I V E R S I T Y

## Ethnic Student Center Steering Committee

## Funding Request

#635449

**\*\* THIS FORM IS ONLY FOR FUNDING REQUESTS UP TO \$2000,00\*\***

Please read the Funding Guidelines and meet with the AS Ethnic Student Center Coordinator/Activities Advisor before completing and submitting this form,

*Submit your request by any Thursday at 3pm,*

*You will be notified via email of the time and location of the Ethnic Student Center Steering Committee Meeting*

**Funding requests are a two week process; week one for information, week two for vote.**

Presenting Organization WWU Chinese Student Association(CSA)  
 Student Name Last Kwan First Vivian  
 WWU email kwanv@students.wvu.edu Phone number (425)233-2312  
 Name of Program/Event Lunar New Year's Night 2012  
 Event Dates January 27, 2012  
 Event Location VU Multipurpose Room Estimated Attendance 350

## Event Overview

### Description for event and/or biography of speaker, performer etc.

The Chinese Student Association of Western Washington University (WWU CSA) plans on holding an event called Lunar New Year's Night on Friday, January 27 2012. CSA will be charging \$5 for general admission and \$3 for students. The event will be approximately two hours long, from 6pm to 8pm in the Viking Union Multipurpose Room. This event is meant to be a casual event with food and activity booths and a stage for our performances. Chairs would also be provided for seating attendees, so that they may watch the performances.

### The target audience for the program and expected outcomes

The target audience for the program are both students and staff from the Western Washington University campus and also members of the Bellingham community who would be interested in learning more about Chinese/Asian cultures, Chinese or otherwise. The Bellingham Chinese Community includes, but is not limited to the groups we partner with for this event which include the Northwest Chinese Cultural Association, Bellingham's Mei Hua Chinese School, and the Bellingham Chinese Christian Church. We ultimately hope that those who come to our event would leave with a deeper understanding of the importance of this Chinese holiday, the Chinese culture as a whole, and also a greater awareness of the diversity here at Western Washington University.

### Past attendance records, if available, and/or success of similar events on other campuses

Past CSA Lunar New Year's records indicate attendance in the upper 300's for this event. This year we plan on selling tickets to limit attendance. We also have modified the layout from last year, so that we only accommodate seating, and we will not be providing dining tables to include more seats for our event.

The benefit that will be given to the student body, and how it fits within the mission statement and goals of the Ethnic Student Center and Associated Students

We believe this event fits within the goals of the Ethnic Student Center and the Associated Students because this event will create a safe and fun environment for those who wish to take the initiative to learn more about Chinese culture. It is our hope that those who come to our event will leave with a basic understanding of this important Asian holiday and to ultimately leave with a deeper desire to learn more of our culture.

We will also be donating a significant portion of our admission fee to ORBIS, a non-profit organization that works to alleviate poor countries by providing medical treatment to those in need, especially in China. We will also be auctioning baskets and hosting a donation bucket for those who wish to contribute more to ORBIS' cause. We are also in process of hosting a donation website for those who wish to donate their money towards ORBIS, but are unable to attend the Lunar New Year's Night on the day of the event.

Publicity and promotion plan

Since our potential audience is the entire student and staff population of Western Washington University as well as interested members of the Bellingham community, we are currently working on targeting these selected groups by working with the Publicity Center to create posters and a banner that would be posted at various locations around the university. In addition to posters, we will also have the Publicity Center publicize our event to local media (i.e., Western Front, KUGS, The Bellingham Herald). Of course, we will also let our community partners know of about this event so they too can publicize this event through word-of-mouth.

**Club Budget Authority Authorizer**

By submitting this esign form, I approve this request as the Budget Authority for the above named organization

You must meet with the ESC Coordinator/Activities Advisor before submitting this request. Please show the completion of this requirement by checking the box below:

Michael Vendiola, ESC Coordinator/Activities Advisor

**\*\* Please attach an ESC Funding Request Itemized Budget before submitting\*\***

- get the ESC Funding Request Itemized Budget spreadsheet form [here](#)
- fill out the form and save it to your PC
- complete the form and attach it to this form before submitting

The approver must enter the email address of the next approver and press Approve to send it or press LOCK to lock the form.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

Name *EAU\* Curran-Tileston*

ID # W00871170

Email To: [asvp.diversity@WWU.edu](mailto:asvp.diversity@WWU.edu)

[Check Email](#)

(Full WWU email address required, e.g. [John.Doe@wwu.edu](mailto:John.Doe@wwu.edu)) - unless you are attaching a file or locking the form.)

[ Approve ] [ Disapprove ] [ Attach ] [ ? ]

[.LOÇJK..J

**Attached Files**

| FileName  | Description                       | Added By              | Date                   | Del |
|---|-----------------------------------|-----------------------|------------------------|-----|
| <u>COPY OF ESC STEERING COMMITTEE FUNDING REQUEST ITEMIZED BUDGET.XLS</u> | Spreadsheet for Steering Proposal | Vivian Yuen Ting Kwan | 11/5/2011 3:56:21 PM   | 0   |
| <u>STEERING PROPOSAL UPDATED.XLS</u>                                      | Updated 11/13                     | Vivian Yuen Ting Kwan | 11/13/2011 9:44:44 PM  | □   |
| <u>STEERING PROPOSAL UPDATED.XLS</u>                                      | Updated_11/15                     | Vivian Yuen Ting Kwan | 11/15/2011 12:05:35 AM | ▣   |
| <u>COPY OF ESC STEERING COMMITTEE FUNDING</u>                             | most updated                      | Shirley Yuk Shlu So   | 11/16/2011             |     |

# ESC Steering Committee Funding Request Itemized Budget

**\*\*Please attach to your Funding Request form\*\***

**Event:** WWU CSA Lunar New Year

**Date:** January 27, 2012 (FRIDAY)

**Location:** VU Multipurpose Room

| Estimated Expenses         |                    |
|----------------------------|--------------------|
| <b>Performers:</b>         |                    |
| 1 Mei Hua School           | \$ -               |
| 2 CSA Drum Dance           | \$ -               |
| 3 Jianna Zhang Dance Perfo | \$ -               |
| 4 Henry Han                | \$ 30.00           |
| 5 Lion Dance               | \$ -               |
| 6 Tai Chi Demo             | \$ -               |
| Activity Booths            | \$ 125.00          |
| Décor                      | \$ 150.00          |
| Food                       | \$ 1,200.00        |
| Hospitality                | \$ 100.00          |
| Parking                    | \$ 70.00           |
| (Performance               | \$ 310.00          |
| Publicity/Advertising      | \$ 75.00           |
| VU Event Services          | \$ 230.00          |
| <b>Total Costs</b>         | <b>\$ 2,290.00</b> |

| Co-Sponsorship Revenue |                    |
|------------------------|--------------------|
| Sponsor 1 ESC          | \$ 400.00          |
| Sponsor 2 Willy Hart   | \$ 1,200.00        |
| Sponsor 3 Diversity    | \$ 500.00          |
| Sponsor 4 RHA          | \$ 500.00          |
| Sponsor 5 CBC          | \$ -               |
| Sponsor 6              | \$ -               |
| Sponsor 7              | \$ -               |
| Sponsore               | \$ -               |
| Sponsor 9              | \$ -               |
| Sponsor 10             | \$ -               |
| <b>Total</b>           | <b>\$ 2,600.00</b> |

| Estimated Revenue (High)     |                    | Estimated Revenue (Low)      |                  |
|------------------------------|--------------------|------------------------------|------------------|
| 250 tickets @ \$ 3.00        | \$ 750.00          | 100 tickets @ \$ 3.00        | \$ 300.00        |
| 100 tickets @ \$ 5.00        | \$ 500.00          | 50 tickets @ \$ 5.00         | \$ 250.00        |
| <b>Gross Ticket Revenue</b>  | <b>\$ 1,250.00</b> | <b>Gross Ticket Revenue</b>  | <b>\$ 550.00</b> |
| Less 5% tax                  | \$ 59.52           | Less 5% tax                  | \$ 26.19         |
| Less Box Office Fees (10%)   | \$ 125.00          | Less Box Office Fees (10%)   | \$ 125.00        |
| <b>Estimated Net Revenue</b> | <b>\$ 1,065.48</b> | <b>Estimated Net Revenue</b> | <b>\$ 398.81</b> |

|                              |             |             |
|------------------------------|-------------|-------------|
| Co-Sponsorship Revenue       | \$ 2,600.00 | \$ 2,600.00 |
| Estimated Gain/Loss On Event | \$ 1,375.48 | \$ 708.81   |



Doc 4



**Ethnic Student Center Steering Committee**  
**Large Event Funding Request #636866**

**\*\* THIS FORM IS ONLY FOR FUNDING REQUESTS EXCEEDING \$2000,00\*\***

Please read the **Funding Guidelines** and meet with the AS Ethnic Student Center Coordinator/Activities Advisor before completing and submitting this form,

*Submit your request in a timely manner, keeping in accordance with the processes and timelines outlined in the above mentioned Funding Guidelines*

*You will be notified via email of the time and location of the Ethnic Student Center Steering Committee Meeting*

**Large Event Funding requests are a two week process; week one for information, week two for vote.**

Presenting Organization Vietnamese Student Association

Student Name Last Do \_\_\_\_\_ First Tammy

WWU email dot5@students.wvu.edu Phone number 206-979-8099

Name of Program/Event Vietnamese Student Association Heritage Dinner

Event Dates March 3rd 2012

Event Location Sehome High School Estimated Attendance 250

### Event Overview

Description for event and/or biography of speaker, performer etc.

The Vietnamese Student Association will be having our second annual heritage dinner. Our theme is 'Our Soul, Our Roots, Our Land'. It will be a night filled with dance, fashion show, musical performances and delicious food. We will also be having a wide variety of WWU student performances as well as a martial arts and lion dance team. This is going to be a benefit dinner as well. We are planning to donate money that we collect from the dinner to One Body Village which is a non-profit organization that aims to end child sex trafficking in Vietnam and Cambodia.

The target audience for the program and expected outcomes

We want to share our rich culture with students of WWU, community members and VSA members from University of Washington and Seattle University. We are also expecting many family members to see their students perform dances and songs about the Vietnamese culture.

Past attendance records, if available, and/or success of similar events on other campuses

Last year was the first year VSA put on a heritage dinner. Our attendance was

The benefit that will be given to the student body, and how it fits within the mission statement and goals of the Ethnic Student Center and Associated Students

Our dinner will help promote VSA, as well as the Ethnic Student Center as a whole. The Ethnic Student Center's mission statement is to assist students in transitioning to Western, developing cultural identity, providing a sense of community, and being active in social justice. We believe that our dinner will help support those ideals. Overall, we hope to educate everyone about the Vietnam culture in a fun and entertaining way.

Publicity and promotion plan

We plan on promoting our event by putting up posters and a banner on Western's campus, creating a Facebook event, inviting students from other VSA's, as well as putting up posters around Whatcom Community College and some restaurants around Bellingham. Word of mouth will also be a helpful way to promote.

**Club Budget Authority Authorizer**

By submitting this esign form, I approve this request as the Budget Authority for the above named organization

You must meet with the ESC Coordinator/Activities Advisor before submitting this request. Please show the completion of this requirement by checking the box below:

g] Michael Vendiola, ESC Coordinator/Activities Advisor

**\*\* Please attach an ESC Funding Request Itemized Budget before submitting\*\***

- get the ESC Funding Request Itemized Budget spreadsheet form [here](#)
- fill out the form and save it to your PC
- complete the form and attach it to this form before submitting

The approver must enter the email address of the next approver and press Approve to send it or press LOCK to lock the form.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

Name *Erin Curran-Tileston* ID#W00871170

Email To: [michael.Vendiola@WWU.edu](mailto:michael.Vendiola@WWU.edu) [CheckEmail](#)

**(Full WWU email address required, e.g. [John.Doe@wwu.edu](mailto:John.Doe@wwu.edu)) - unless you are attaching a file or locking the form.)**

[ Approve ] [ Disapprove ] [ Attach ] [ ? ] [ LOCK ]

**Signatures**

| Title     | Time                  | Name     | Dept      | Phone | Email  | Action  |
|-----------|-----------------------|----------|-----------|-------|--|---------|
| Not Found | 11/13/2011 9:01:55 PM | Tammy Do | Not Found | N/A   | <a href="mailto:dot5@students.wwu.edu">dot5@students.wwu.edu</a> | Submit  |
| Not Found | 11/27/2011 1:08:08 AM | Tammy Do | Not Found | N/A   | <a href="mailto:dot5@students.wwu.edu">dot5@students.wwu.edu</a> | Approve |
| Not Found | 11/28/2011 5:30:29 PM | Tammy Do | Not Found | N/A   | <a href="mailto:dot5@students.wwu.edu">dot5@students.wwu.edu</a> | Approve |

This form was last sent to [asvp.diverslty@wwu.edu](mailto:asvp.diverslty@wwu.edu)

# ESC Steering Committee Funding Request Itemized Budget

**\*\*Please attach to your Funding Request form\*\***

**Event:** VSA Heritage Dinner

**Date:** April 23rd 2011

**Location** Sehome High School

| Estimated Expenses           |                    |
|------------------------------|--------------------|
| Performers:                  |                    |
| 1 Fan Dance                  | \$ -               |
| 2 Ribbon Dance               | \$ -               |
| 3 Lion Dance                 | \$ 200.00          |
| 4 Mixed Culture Dance        | \$ -               |
| 5 Keynote L Ly Lan           | \$ -               |
| 6 Student Singers            | n/a                |
| VU Event Services (security) | \$ 300.00          |
| Publicity/Advertising        | \$ 200.00          |
| Food                         | \$ 3,000.00        |
| Décor                        | \$ 200.00          |
| Transportation               | n/a                |
| Location rental              | \$ 300.00          |
| Other rentals                | \$ 500.00          |
| supplies                     | \$ 300.00          |
| <b>Total Costs</b>           | <b>\$ 5,000.00</b> |

| Co-Sponsorship Revenue |                    |
|------------------------|--------------------|
| Bruce Shepard          | \$ 100.00          |
| CBC                    | \$ -               |
| Diversity Fund         | \$ 700.00          |
| Willy Hart             | \$ 500.00          |
| WECU                   | \$ -               |
| ESC Steering           | \$ 3,700.00        |
| Sponsor 7              | \$ -               |
| Sponsor 8              | \$ -               |
| Sponsor 9              | \$ -               |
| Sponsor 10             | \$ -               |
| <b>Total</b>           | <b>\$ 5,000.00</b> |

| Estimated Revenue (High)          |                    | Estimated Revenue (Low)           |                  |
|-----------------------------------|--------------------|-----------------------------------|------------------|
| 200 tickets @ \$ 5.00             | \$ 1,000.00        | 75 tickets @ \$ 5.00              | \$ 375.00        |
| 100 tickets @ \$ 8.00             | \$ 800.00          | 50 tickets @ \$ 8.00              | \$ 400.00        |
| <b>Gross Ticket Revenue</b>       | <b>\$ 1,800.00</b> | <b>Gross Ticket Revenue</b>       | <b>\$ 775.00</b> |
| <b>Less 5% tax</b>                | <b>\$ 85.71</b>    | <b>Less 5% tax</b>                | <b>\$ 36.90</b>  |
| <b>Less Box Office Fees (10%)</b> | <b>\$ 180.00</b>   | <b>Less Box Office Fees (10%)</b> | <b>\$ 180.00</b> |
| <b>Estimated Net Revenue</b>      | <b>\$ 1,534.29</b> | <b>Estimated Net Revenue</b>      | <b>\$ 558.10</b> |

|                              |             |             |
|------------------------------|-------------|-------------|
| Co-Sponsorship Revenue       | \$ 5,000.00 | \$ 5,000.00 |
| Estimated Gain/Loss On Event | \$ 1,534.29 | \$ 558.10   |

