

Doc 3
5/29/12



Ethnic Student Center Steering Committee
Funding Request

11682199

**** 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 Steering Committee

Student Name Last Duot First Deng

WWU email asvp.diversity@wwu.edu Phone number 360-650-3463

Name of Program/Event ESC Awards ceremony

Event Dates May 30, 2012

Event Location VU MPR Estimated Attendance 125

Event Overview

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

This event is organized to recognize ESC graduates, scholarship recipients, steering and president council representatives, club events, and Academic Success Challenge awards.

The target audience for the program and expected outcomes

Target audience includes ESC students, club members, scholarship recipients, faculty and staff and others who would like to celebrate this years student accomplishments.

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

Attendance records vary on the number of graduates, scholarship recipients, and funds for the event but each year has sold out.

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 hope to provide recognition of the hard work our students have to done in their academic and co-curricular activities as a way to show our support for them as underrepresented students on this campus.

Publicity and promotion plan

ESC Salaried staff has created marketing materials for the event and sent out emails to all ESC students. Students have also used social media like Facebook to advertise and promote the event.

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

ESC Steering Committee Funding Request Itemized Budget

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

Event: ESC Awards Ceremony





Date: 5/30/12

Location: vu MPR

| Estimated Expenses | |
|--------------------|--------------------|
| Performers: | |
| 1 | \$ - |
| 2 | \$ - |
| 3 | \$ - |
| 4 | \$ - |
| 5 | \$ - |
| 6 | \$ - |
| Copy Services | \$ 150.00 |
| VU Event Services | \$ 200.00 |
| Plaque | \$ 50.00 |
| Food | \$ 1,826.00 |
| Kente Stoles | \$ 1,519.00 |
| Sponsor tickets | \$ 150.00 |
| Equipment Rental | \$ - |
| Supplies | \$ - |
| Total Costs | \$ 3,895.00 |

| Co-Sponsorship Revenue | |
|------------------------|--------------------|
| Sponsor 1 ESC | \$ 1,397.00 |
| Sponsor 2 SOS | \$ 500.00 |
| Sponsor 3 Willy Hart | \$ 250.00 |
| Sponsor 4 ESQ Steer | \$ 1,669.00 |
| Sponsor 5 | \$ - |
| Sponsor 6 | \$ - |
| Sponsor 7 | \$ - |
| Sponsor 8 | \$ - |
| Sponsor 9 | \$ - |
| Sponsor 10 | \$ - |
| Total | \$ 3,816.00 |

ER done
ER done
?
ER done
70 Kente Stoles

| Estimated Revenue (High) | Estimated Revenue (Low) |
|---|--|
| 70 tickets @ \$ 5.00 \$ 350.00 | 0 tickets @ \$ - \$ - |
| 10 tickets @ \$ 14.00 \$ 140.00 | 0 tickets @ \$ - \$ - |
| Gross Ticket Revenue \$ 490.00 | Gross Ticket Revenue \$ - |
| Less 5% tax \$ 23.33 | Less 5% tax \$ - |
| Less Box Office Fees (12.7%) \$ 62.23 | Less Box Office Fees (10%) \$ 49.00 |
| Estimated Net Revenue  404.44 | Estimated Net Revenue    (49.00) |

| | | |
|------------------------------|-------------|-------------|
| Co-Sponsorship Revenue | \$ 3,816.00 | \$ 3,816.00 |
| Estimated Gain/Loss On Event | \$ 325.44 | \$ (128.00) |