

American Institute of Budget Proposing

Proposal for Budget Seminar on Campus

Presented by: Ron Swanson & Leslie Knope

Number of Students Involved In Organization: 30 Students

Anticipated Number of Students Attending Event: 60 Students

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Event Description

American Institute of Budget Proposing would like to host a seminar on writing budget proposal. This seminar will be helpful because it will allow students to learn proper procedure for writing budget proposals.

This seminar will be April 8, 2015 from 1 pm – 2 pm. It will be offered during the day to allow students who commute a chance to attend this seminar without having to stay on campus till late in the day. Snacks will be provided so students who have a lunch break can have some food.

Benefits

This seminar will be very beneficial because it will help students see the importance of budget proposing. It will also allow students the opportunity to learn how to write a proper budget proposal. Budget proposing is used in real world companies along with being used for Student Government Association funds.

This seminar will benefit WVU Tech in several ways. The seminar will be free to all students and all majors are welcome to attend. Also, the skills learned at these seminars will be useful in the job market and careers. Students will learn how to make better budget proposals for both the Student Government Association Budget Committee and to supervisors during the student's career. Better budget proposals will help the Student Government Association Budget Committee to be more efficient and allocate funds more appropriately to organizations.

Cost Breakdown

Fruit	\$100	\$100
Utensils	\$15	\$25
Speaker	\$100 + \$150	\$250
TOTAL		\$325.00

Food

Food will be bought from the local Kroger. Due to the fluctuation in food costs, an actual cost breakdown is hard to provide. The food selection will include fresh fruit, chips, and drinks.

Utensils

Plastic plates and cups will be provided. The leftovers will be saved for additional seminars and events on campus.

Speaker

The guest speaker is Michael Jordan. He charges a fee of \$100 to speak and traveling cost. Because, he will be speaking at local colleges, they have agreed to share traveling cost. Our portion will be the \$150.

(Printout of Guest Speaker website advertising expertise and rates if possible)

Additional Information

American Institute of Budget Proposing has used \$175.00 of their \$350.00 startup fund. We plan on using \$75.00 at our end of the year party for the graduating seniors.