

American Institute of Budget Proposing

Proposal for XYZ Conference

Presented by: Ron Swanson & Leslie Knope

Number of Students Involved In Organization: 30 Students

Anticipated Number of Students Attending Event: 6 Students

President: Ron Swanson

Rswanson2@mix.wvu.edu

304-555-9876

Treasurer: Leslie Knope

lmknope@mix.wvu.edu

262-555-6543

Advisor: Ronald McDonald

Ronald.mcdonald@mail.wvu.edu

304-442-5555

Event Description

American Institute of Budget Proposing would like to attend a conference to further knowledge on mini-grant writing. This conference includes a two day seminar in mini grant writing. Topics covered during this seminar include: types of mini grants, deals on hotels and travel, making the most of your budget, and resume writing.

This conference is on April 10-11, 2015 in Washington D.C. The seminar lectures begin at 9 am and continues until 3 pm on both days. Due to the early time of the conference, American Institute of Budget Proposing will need to travel to Washington D.C. on April 9, 2015.

Benefits

Attending this conference will benefit American Institute of Budget Proposing because the skills learned in these seminars will be helpful in future budget proposing. Budget proposing is used in real world companies along with being used for Student Government Association funds. The resume writing at this seminar will be beneficial because students will need to maintain and supply resumes for job applications.

This conference will benefit WVU Tech in several ways. Membership to American Institute of Budget Proposing is open to all students, no major or GPA is required. This means that any student has an opportunity to attend this event. 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

Hotel – Best Western Manassas, VA	2 x \$99.99 (per night)	\$400
Conference Cost	\$25 per person	\$150.00
Travel	3(\$45) + 788(\$0.4)	\$450
TOTAL		\$1000.00

Hotel

book.bestwestern.com/bestwestern/priceAvail.do?propertyCode=47080&sob=P2260

Dates are flexible

Room(s) Adult(s) Child(ren)
2 6 0

Child Policy

Special Rates

SEARCH

RESERVATIONS

CALL 1-800-780-7234

Worldwide Reservations Numbers

More Hotel Information >

Dates of Stay: February 04-05, 2015 Average Nightly Rate Based on Occupancy

ROOM TYPE	FLEXIBLE RATE	AAA/CAA RATE
2 Queen Beds - NonSmoking 2 Queen Beds, Continental Breakfast, Non-Smoking, High Speed Internet Access, Microwave And Refrigerator, Coffee Maker, Iron And Ironing Board, Hairdryer	\$99.99 Rate Details > ▶ GET THIS RATE	Restrictions May Apply \$79.99 Rate Details > ▶ GET THIS RATE
1 King Bed - NonSmoking 1 King Bed, Continental Breakfast, Non-Smoking, High Speed Internet Access, Second bed is a sofa bed, Microwave And Refrigerator, Hairdryer	\$109.99 Rate Details > ▶ GET THIS RATE	Restrictions May Apply \$87.99 Rate Details > ▶ GET THIS RATE
1 King Bed - NonSmoking 1 King Bed, Continental Breakfast, Non-Smoking, High Speed Internet Access, Kitchenette, Sofa bed, Microwave And Refrigerator, Work Desk	\$109.00 Rate Details > ▶ GET THIS RATE	Restrictions May Apply \$87.20 Rate Details > ▶ GET THIS RATE
1 King Bed - NonSmoking 1 King Bed, Continental Breakfast, Non-Smoking, High Speed Internet Access, Jacuzzi, Microwave And Refrigerator	\$109.99 Rate Details > ▶ GET THIS RATE	Restrictions May Apply \$87.99 Rate Details > ▶ GET THIS RATE

See More Rooms

Conference Cost

(Printout of Conference Cost)

Travel:

Van Rental is \$45 per day and 0.40 miles. There will be approximately 788 miles traveled.

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.