

# **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

President: Ron Swanson

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## **Event Description**

***This should describe the event that is being proposed and include date, time, location, etc.***

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

This seminar will be April 9, 2023. from 1 pm – 2 pm. It will be offered during the day to allow all students the best opportunity to attend. Snacks will be provided so students who have a lunch break can have some food.

Advertisement will be done through the use of flyers, social media posts, the University calendar, and word of mouth.

## **Event Objectives**

***This section should summarize why the event/activity is important and the benefit it will have to the organization/campus community.***

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**

*This section will break down the costs associated with the event as well as where the funding will be coming from for each portion of the event.*

Item	Amount from the Club	Amount being requested from SGA	Total
Food/drinks	\$50	\$50	\$100
Utensils	\$25	\$0	\$25
Speaker	\$100	\$150	\$250
TOTAL	\$175	\$200	\$375.00

#### **Food**

Food will be purchased from Kroger. Due to the fluctuation in food costs, this is an estimate of what it will cost to purchase fresh fruit, chips, and drinks for 60.

#### **Utensils**

Plastic plates, cups, napkins 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 speaker fee of \$100 to speak and traveling cost. Because, he will be speaking at other local colleges, they have agreed to share traveling cost. Our portion of the travel will be the \$150.

American Institute of Budget Proposing will be using \$175.00 of their startup funds for this event. We are requesting an additional \$200 from SGA to support this event.