



Appropriations & Cultural Funding Board Agenda

November 15th, 2024 at 1:30p.m.

Kirkhof Room 2263

1. Opening of Meeting
 - a. Meeting Called to Order 1:33 pm
 - b. Committee Introductions Tristan, Alex, Quinten, Nancy, Evan, Karen
 - c. Organization Role Call ODK, Digital Trades

2. Hearing of Allocations Request
 - a. Muslim Student Association
 - i. Event
 1. Weekly meeting where they have a speaker coming in
 2. Want to introduce people to how the muslim student association works
 3. December 3rd event is not a weekly meeting but more of a celebratory event
 4. Not a meeting just for org members
 - 5.
 - ii. Request
 1. Food for event
 - iii. Nancy is talking about how meetings happen every week or every other week
 1. Promotions say tuesdays at 6 pm every week
 2. It is clear that it is a repeating event
 - iv. How can they avoid this in the future
 1. Can fund the whole series as one
 2. So it could be multiple meeting all funded under one event
 - v. Evan motions to deny request
 1. Karen seconds
 2. All yays
 - b. ODK National Leadership Honor society
 - i. Event
 1. In the process of reestablishing presences on campus
 2. Were able to get 82 new members in the past year
 - ii. Funding
 1. End of semester distress event
 2. Decorate cookies
 - iii. Questions
 1. Nancy asked how this event fits mission
 - a. Focus on leadership, scholarship
 - b. Allows non traditional students to bring family/kids to the event because they all have really tight schedules
 - c. Allows them to do some community service to
 - d. Make holiday cards
 2. Quinten asked about the cookies

Contact Information:

Office of Student Life	Nancy Hoogwerf	Bri Slager	Adam Mason	Danny West
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- a. Another org is purchasing professional cookie decorating kits
- iv. Evan motions to strike the lemonade and alter the four gallons of hot chocolate to two gallons
 - 1. Karen seconds
 - 2. All yays
- v. Karen motion to approve the funding request for \$282.38
 - 1. Alex seconds
 - 2. All yays
- c. Digital Trades
 - i. Event
 - 1. Advocate for minority students who want to be entrepreneurs
 - 2. Push for digital literacy
 - 3. Networking and advocacy are big parts of their org
 - 4. Have a podcast this wednesday and want a live audience to show up
 - 5. Promoting through the outlets they are allowed to use
 - ii. Request
 - 1. Catering for event
 - iii. Question
 - 1. Quinten asked how else your planning on promoting
 - a. Using lakerlink
 - b. Instagram
 - c. Word of mouth
 - 2. Nancy asked if you have social media being promoted on
 - a. Instagram
 - 3. Karen asked how many people expected to come
 - a. 30-50
 - b. More likely around 30
 - 4. Alex asked how many members has the digital trades org grown to
 - a. 15 members
 - b. About 10 show up consistently to weekly meetings
 - 5. Evan asked about the food cost
 - a. The amount per person is \$12.80
 - iv. Karen motions to approve the event for \$640
 - 1. Alex seconds
 - 2. 4 yays
 - 3. 1 abstention

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3. Hearing of Cultural Requests

a.

4. Adjournment 1:55 pm

Budget Request: Being a Muslim Event, December 3rd

“Being a Muslim”, hosted by the Muslim Students Association (MSA).

The purpose of this gathering is to provide an inclusive space for the entire GVSU community, including students, faculty, and staff regardless of gender, religion, or culture. All are welcome to attend, learn, and ask questions. We have extended the invitation to the entire GVSU community, and we view it as an educational opportunity.

Additionally, this event will feature a guest speaker who will lead the discussion, making it distinct from our regular meetings. We believe offering snacks and food would help encourage people to stay and engage in the social aspect afterward, where meaningful conversations and connections can be made.

Requested Total	\$242.34
Adjusted Total	\$210.00
Date Created	Tuesday, November 5, 2024 4:00:13 PM
Submitted By	Anees Ul Haq Mohammad
Organization	Muslim Student Association
Status	Submitted on Thursday, November 7, 2024 3:23:12 PM
Process	Campus Programming 2024-2025

4 Sections, 3 Line Items

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Section: Food Service - SC0223
\$210.00

2 Line Items /

This section is only for on-campus Catering or Jet's Pizza. Off-Campus catering is only eligible for Cultural organizations and must be listed under contractual payments.

<p>Tex Mex Tacos for the event Campus Catering (Expense)</p> <p>Chicken tacos (Halal) with rice, salsa, chips, and sour cream (for 15 people)</p> <p>Refried beans</p> <p>the catering office has suggested that it is \$15.89 per person. So after we requesting for 15 people after looking the range of audience attending the Darz from the past two weeks.</p> <p>Screenshot (16).png</p>	<p>15 x \$15.89</p>	<p>[Adjusted] \$210.00</p>
<p>Water Campus Catering (Expense)</p> <p>Water for the event</p> <p>Screenshot (16).png</p>	<p>1 x \$3.99</p>	<p>[Adjusted] \$0.00</p>

Section: Promotions Office - SC0068
\$0.00

1 Line Item /

Advertising, printing, promotions, photography, videography, etc.

All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

<p>Laker Slide LakerHub Slide (Expense)</p> <p>We already have it on the run for the TV's in Kirkhoff</p> <p>Being A Muslim LakerHub.png</p>	<p>1 x \$0.00</p>	<p>\$0.00</p>
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Section: Contractual Payment - SC0070

We do not fund contracts or payments to GVSU Faculty, Staff, or Students.

Section: Supplies - SC0003

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Items must be listed individually for each supply item.

You must provide supporting documentation that shows the name of the item, price of the item, and the vendor.

Items to be purchased online, must include a link (Amazon, product specific sites, etc.) in the description of the item.

Additional Information

Page 1

Before proceeding with this request, please click on the following link to review Event Guidelines and Rules for funding requests. [PLEASE CLICK HERE](#). I understand that by proceeding in this form, I am verifying that I have read and understand all of the funding guidelines listed above. I understand that if I choose not to follow these guidelines, my request will be denied **Yes**

All communication is done through LakerLink. Be sure to check your funding request regularly for updates and scheduling. Please enter your @mail.gvsu.edu email address. - msa@mail.gvsu.edu

Page 2

Program Information

Title of Program - Being A Muslim Date(s) of

Program - 11/19/2024

Time(s) of Program - 6 pm

Please list the exact campus building and room where the event will take place. Listing this space confirm that your group has already reserved and confirmed the space. - 2215/2216 How will you promote/publicize this event? - Laker Slide

Page 3

Will a campus department, other student organization, or some other entity be co-sponsoring this event? Co-sponsorship's are when other campus department or student organizations help with the event. This can be financial, which will require a co-sponsorship agreement filed with Student Life, or non-financial, which can include participation or promotion. **No co-sponsors**

Page 4

Please describe any additional sources of funds being contributed that will impact this request **None**

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Kirkhof Room 2263

Expected Event Participants Please keep in mind that we only fund GVSU students for catering/food service and this is the number that will be used to calculate the per head, food rate. As of 4/1/2024 the per head, food rate for Cultural organizations is \$14-\$16 and all other organizations is \$12-\$14. Number of GVSU students expected to participate - 15

Number of GVSU faculty and staff expected to participate - 5

Budget Request: ODK BSWSO Christmas Cookie Decoration Event

Omicron Delta Kappa, "Iota Iota" Circle, and the Bachelor of Social Work Student Organization are teaming up to host a festive event that's open to all members of the GVSU community. We invite you to join us for the Christmas cookie decoration event on December 8th, 2024, from 1 pm to 3 pm in Kirkhof Rm. 2270.

Requested Total	\$398.33
Adjusted Total	\$398.33
Date Created	Saturday, November 2, 2024 3:59:01 PM
Submitted By	Tom Johnstone
Organization	Omicron Delta Kappa National Leadership Honor Society
Status	Submitted on Thursday, November 7, 2024 3:24:25 PM
Process	Campus Programming 2024-2025

4 Sections, 3 Line Items

Section: Food Service - SC0223
\$168.33

1 Line Item /

This section is only for on-campus Catering or Jet's Pizza. Off-Campus catering is only eligible for Cultural organizations and must be listed under contractual payments.

ODK BSWSO Christmas Cookie Decoration Event Campus	1 x \$168.33	\$168.33
Catering (Expense)		
Four gallons of Hot Chocolate and three gallons of lemonade catering order quote.png		

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Section: Promotions Office - SC0068
\$230.00

2 Line Items /

Advertising, printing, promotions, photography, videography, etc.

All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

ODK BSWSO Christmas Cookie Decoration Event Promotions Office Photographer (Expense) Photographer for event	2 x \$40.00	\$80.00
Promotion Package C Promtional Package (Expense) promo.png	1 x \$150.00	\$150.00

Section: Contractual Payment - SC0070

We do not fund contracts or payments to GVSU Faculty, Staff, or Students.

Section: Supplies - SC0003

Items must be listed individually for each supply item.

You must provide supporting documentation that shows the name of the item, price of the item, and the vendor.

Items to be purchased online, must include a link (Amazon, product specific sites, etc.) in the description of the item.

Additional Information

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All communication is done through LakerLink. Be sure to check your funding request regularly for updates and scheduling. Please enter you @mail.gvsu.edu email address. - odk@mail.gvsu.edu

Page 2

Program Information

Title of Program - ODK BSWSO Christmas Cookie Decoration Event

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Date(s) of Program - December 8th, 2024 Time(s) of

Program - 1:00 pm to 3:00 pm

Event Location - Allendale Campus

Please list the exact campus building and room where the event will take place. Listing this space confirm that your group has already reserved and confirmed the space. - Kirkhof Center Room 2270

How will you promote/publicize this event? - Promotional Signs on Campus, Banner, Laker Hub, LakerLink

Have you listed your event on the LakerLink event calendar? - yes

Page 3

Please list the co-sponsors for the event

- Bachelor of Social Work Student Organization

What are the co-sponsors contributing to the event?

- BSWO - Cookies for event and will assist with posters for Pew/Health Campuses.

Will a campus department, other student organization, or some other entity be co-sponsoring this event?Co-sponsorship's are when other campus department or student organizations help with the event. This can be financial, which will require a co-sponsorship agreement filed with Student Life, or non-financial, which can include participation or promotion. **Yes**, co-sponsorship is NOT providing financial support

Page 4

Please describe any additional sources of funds being contributed that will impact this request **None**

If you have selected a box other than NONE, please describe the amount of financial contributions in detail. -

There will be no monetary funds being contributed, which will affect this request.

Page 5

Expected Event ParticipantsPlease keep in mind that we only fund GVSU students for catering/food service and this is the number that will be used to calculate the per head, food rate. As of 4/1/2024 the per head, food rate for Cultural organizations is \$14-\$16 and all other organizations is \$12-\$14. Number of GVSU students expected to participate - 100

Number of GVSU faculty and staff expected to participate - 50

Number of people not affiliated with GVSU expected to participate - 50

If involving non-GVSU participants (guests), please explain - This is an event for families as well as students, staff, and faculty.

Budget Request: Digital Trades Presents: Business Showcase and live Podcast

Want to create a warm and engaging atmosphere for entrepreneurs over a small dinner

Requested Total	\$705.86
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Contact Information:

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Adjusted Total	\$640.00
Date Created	Monday, October 7, 2024 12:11:46 PM
Submitted By	James Johnson IV
Organization	Digital Trades Club
Status	Resubmitted on Tuesday, November 12, 2024 5:05:00 PM
Process	Campus Programming 2024-2025

4 Sections, 3 Line Items

Section: Food Service - SC0223
\$640.00

2 Line Items /

This section is only for on-campus Catering or Jet's Pizza. Off-Campus catering is only eligible for Cultural organizations and must be listed under contractual payments.

Student Catering Campus Catering (Expense)	50 x \$12.80	\$640.00
CaterTrax Invoice.pdf		
Meijer lemonade and Donuts Campus Catering (Expense)	1 x \$65.86	[Adjusted] \$0.00
6 52 oz Lemonade		
8 Dozen Donuts		
Screenshot 2024-11-12 154232.png		

Section: Promotions Office - SC0068
\$0.00

1 Line Item /

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Digital Trades Presents: LakerHub Slide (Expense) 1.png	1 x \$0.00	\$0.00
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Section: Contractual Payment - SC0070

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Section: Supplies - SC0003

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All communication is done through LakerLink. Be sure to check your funding request regularly for updates and scheduling. Please enter your @mail.gvsu.edu email address. - johnsj2@mail.gvsu.edu

Page 2

Program Information

Title of Program - Digital Trades Presents: Business Showcase and live Podcast. Date(s) of Program - 11/20/2024

Time(s) of Program - 6:00 PM - 8:00 PM

Event Location - Pere Marquette

Please list the exact campus building and room where the event will take place. Listing this space confirm that your group has already reserved and confirmed the space. - Pere Marquette

How will you promote/publicize this event? - LakerLink, Instagram, Campus poster, Banner Have you listed your event on the LakerLink event calendar? - In the process of approval.

Page 3

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Page 4

Please describe any additional sources of funds being contributed that will impact this request

Personal Contributions

Page 5

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Number of GVSU faculty and staff expected to participate - 5-10

Number of people not affiliated with GVSU expected to participate - 1-5

If involving non-GVSU participants (guests), please explain - We're considering a friend of our org to help document the event .

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