

Travel Expenses

*Please include all trip information on a separate sheet including exact mileage of your trip.
Please individually number each request in this category with details of specific amount request*

Trip and Mode of Transportation/Trip and Meals:

- 1) Bus to NYC Trip Gold Reserve
- 2) Boundless Adventures
- 3) Meals for all trips

Exact Mileage/Meal amount:

- 1) 72 Miles from Newburgh to NYC, Train (\$37) and Subway (\$7 per person) Tickets = \$672
- 2) 106.6 Miles round trip, 3 cars = 319.8 miles x .50 cents = \$159.90
- 3) 16 people X\$20 each x 3 trips = \$960

Number of Students Attending:

- 1) 15 students plus one advisor attending NYC Gold Reserve Trip
- 2) 15 students plus one advisor attending Boundless Adventures
- 3) 15 students plus one advisor

Details of Trip:

- 1) Trip will take place in September and will be an educational opportunity for students. Students will be responsible for their own food and transport to and from campus
- 2) Trip allows bonding for students and a celebration of their hard work during the semester
- 3) Listed above

| | |
|------------------|---------|
| Amount Requested | \$1,792 |
| Amount Allocated | \$ |

Symposium

Please include all symposium details on a separate sheet or conference's website

Number of Students Attending:

1) 14 students plus one advisor for Venturefest (local at New Paltz)

Registration Fees:

1) Venturefest \$20 per person

Accommodations:

N/A

How Symposium Relates to your club:

1) Hudson Valley entrepreneurs and small business talk about their journeys which relates to the overall mission of the business club to network and learn about our field

Amount Requested

\$300

Amount Allocated

\$

| Admission Fees | | |
|---|--|---|
| <i>Please include all details printed out from the official website including all admissions prices</i> | | <i>Please include as much</i> |
| Number of Students Attending Trip: 1) Madame Tussaud's NYC: 15 students plus one advisor 2)Boundless Adventures: 15 students plus one advisor | | Equipment: 1) USB Drive |
| Fees: 1) \$34 per person = \$544 2) \$45 per student, \$59 for adult = \$734 | | What it will be used for 1) USB Drive - for club t |
| | | Where it will be stored 1) Current president wi |
| | | |
| | | |
| | | |
| Amount Requested | | Amount Requested |
| Amount Allocated | | Amount Allocated |
| \$1,278 | | |
| \$ | | |

| Equipment | |
|---|--|
| Please provide as much information as possible for any equipment requests and where you plan to store items | Please include all details if speaker is co-presenting |
| | Proposed Date and Location 1) Nov 15, Great Room |
| For more information, please contact the speaker: To pass on information during transition periods | Speaker's Name and to whom they will be speaking 1) Jane Doe presenting on "The Future of AI" |
| Who will be responsible for possession of USB Drive | List of expenses for speaker(s) 1) \$200 for speaker, \$200 for travel |
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| \$10 | Amount Requested |
| \$ | Amount Allocated |

| Speakers (Club only) | |
|--|---|
| Details on the speaker you are bringing to your club meeting. If the event is campus wide, please put that as a campus wide event. | Please include all subscription information |
| Description of Event: | Media Description: |
| Topic they will be speaking on: On starting her own small size accounting firm | How media will be used: |
| Speaker (hotel, food, performance) \$75 for food, \$150 for hotel | How this relates to you: |
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| \$400 | Amount Requested Amount Allocated |

| Media | |
|---|--|
| Description info or details on media and how it relates to your club. | Please |
| | Event, Proposed Date & 1) End of year party, CS |
| d: | Number of Club Memb 1) 16 |
| ir club | Refreshments List: 1) Pizza, sodas, water |
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| \$ | Amount Requested |
| \$ | Amount Allocated |

| Refreshments (Club Only) | Chapter Dues |
|---|--|
| <i>Please include all details for end of year ceremony</i> | <i>Please include all details about chapter dues</i> |
| Date & Location of Event: SI Conference Room , last week of Classes in April | Description of Dues: 1) Chamber of Commerce |
| Members expected to attend: | How the chapter dues support your club's charter: 1) Alternate between NWB and Middletown pay organization that allows us to network with professionals attend events |
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| Amount Requested \$100 | Amount Requested |
| Amount Allocated | Amount Allocated |

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|---|--|---------|
| | Clothing/Custom Printing | |
| Chapter dues | Please include all details about clothing and other goods | |
| | Description of Clothing items/Goods: 1) Fall Sweatshirt 2) Spring Joggers | |
| r: ving each year - a business professionals in the field and | Amount of items: 1) 15 pieces - \$630 total 2) 15 pieces - \$463 | |
| | Company ordered from: 1) Promotions and Unicorns 2) Forbes Marketing Group | |
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| | | |
| | | |
| \$150 | Amount Requested | \$1,093 |
| \$ | Amount Allocated | \$ |

Campus Wide Events

Please include as many details as possible

Name, Purpose, and Date of event:

- 1) Business fashion show, teach students how to dress professional and network, 2nd week of November
- 2) Etiquette dinner to help students with dinner/interview skills, Mid April
- 3) Motivation Talk, how to stay motivated, February 15th

Refreshments:

- 1) Subway platters and drinks- \$250
- 2) Sit down meal \$45 per person x 30 = \$1350
- 3) Subway Platter and drinks \$250

Speakers/Movie:

- 1) Local clothing shop owners to market clothes
- 2) N/A
- 3) Coach Ray \$200

Contest Details and Prizes:

- 1) Raffle to give away clothing store gift cards - \$100
- 2) N/A
- 3) N/A

Other Materials (Decorations, event supplies, etc.):

- 1) Back drop for runway \$50, Clothing from thrift shops \$200
- 2) Gifts for MIPS \$60 each x 5 = \$300
- 3) N/A

Marketing Plans:

- 1) Large posters, individual handout flyers, marketing in class, Wear business clothes to hand out flyers
- 2) Grapevine, word of mouth, posters/flyers with registration info
- 3) Sandwich boards, balloons with info, Grapevine, word of mouth, posters/flyers with registration info

Amount Requested \$2,650

Amount Allocated \$

