

Calm Before The Storm

Hosted by Active Minds



Allocation Request Form

I move that the following allocation be approved:

Program Title: Calm Before the Storm

Sponsor: Health and Human Development Inter-Club Council

Date, Location and

Time: Thursday, May 11, 2017; Central Quad; 10AM to 2PM

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$ 545.16
8077	Travel	\$
	Total	\$ 545.16

Dispersal Outline

Vendor	Amount	Vendor	Amount
Target	\$55.37		
Amazon	\$39.84		
Walmart	\$65.55		
HAZ Party Rentals	\$397.90		

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form* and an *Encumbrance Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

Nicole Olivas

Nicole Olivas

Name of Representative (Printed)

Signature of Representative

626-217-4474

4/20/17

Representative's Phone Number

Today's Date

Event Information

When: Thursday, May 11th

Time: 10am to 2pm

Location: Central Quad

What & why?:

- ↪ To provide CSUF students stress relieving activities before finals
- ↪ Promote stress management and self-care

Attendance: Open to all CSUF students (expected 60+)

Promotion: Event will be promoted at AM meetings and by word of mouth. We will also be sending out emails to 330 subscribers as well as distribute fliers.

HHD-ICC and ASI Logos

We will be using these logos at our event and on fliers.



HHDICC
STRIVING TO MAKE A DIFFERENCE



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STUDENTS, INC.**

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Cost Breakdown

	Quantity	Amazon	Target	Walmart	Michaels	Joann's	All American Party Rentals	HAZ Party Rentals	Create-A-Party Rentals
mini canvas	48	\$39.84	\$149.90	\$47.84	\$139.72				
bubble wrap	2	\$25.76	\$19.98	\$45.94					
water color paint	4	\$19.90	\$15.92	\$13.76	\$32.97				
water color paper pad	3	\$24.24	\$19.47	\$32.46					
Elmer's glue (gallon)	2		\$41.98	\$27.90	\$36.00	\$43.98			
Ziploc Bags (box)	1		\$6.99	\$4.46	\$3.59	\$3.74			
Food Coloring	1		\$3.67	\$3.48		\$18.74			
starch	2			\$11.76		\$69.98			
Poster boards	2		\$0.98	\$7.96	\$7.49				
Photo kit prop	1		\$7.99	\$9.99	\$19.99				
chairs	34						\$33.32	\$20.40	\$32.30
tables	10						\$84.00	\$68.00	\$79.50
canopies	8						\$720	\$256.00	\$400.00
delivery							\$65.00	\$40.00	\$16.72

Total Cost	\$545.16
Amazon	\$39.84
Target	\$55.37
Walmart	\$65.55
HAZ Party Rentals	\$384.40

Thank You!

Any questions?

**CALM
BEFORE
THE STORM**

May 11th

Central Quad

10am-2pm

ART STATIONS
CREATE SLIME
OPEN MIC
GIVEAWAYS

active
minds

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