

Special Events Funding Request 2021-2022

Adam Rana - Mon, Oct 18, 2021 11:37 PM

RUSA Allocations Board

General Information

Organization Name

Muslim Student Association

SABO Account Number

568

Mission of Organization(from your group's constitution)

The purpose of the RU-MSA will be to provide all members of the Rutgers Community with an understanding of Islam according to the Qur'an and the practices of the beloved Prophet Muhammad (peace and blessings of Allah be upon him). The RU-MSA is committed to the unity of all Muslims standing under the banner of "There is no God but Allah and Muhammad is His final messenger."

Name of Contact Person

Adam Rana

Position in Organization

Treasurer

Contact email(must be checked daily)

ru.msa.treasurer@gmail.com

Organization Advisor

Kerri Willson (k.willson@echo.rutgers.edu)

Current Generated Revenue of Organization

\$7,209.53

Special Event Name

Islam Awareness Week (IAW)

Please provide a detailed explanation of your event's purpose and how it connects with your organization's mission, along with the history of the event.

The Rutgers University Muslim Student Association has held this event for over a decade. However, in 2020, it was cancelled due to COVID and in 2021, it was held online. This upcoming year though, we are beyond excited to hopefully host an in-person Islam Awareness Week (IAW) once again. Since it was founded, our event has steadily grown in success and popularity by the Rutgers community. Every year, thousands of students visit the tent over the course of the week, many inquiring and looking for answers to learn what Islam is truly about and educate themselves about it first-hand. The program

consists of informational literatures, academic speakers, educational games and various other activities, including community service programs that foster a sense the community, tolerance, and understanding we strive for. Its outline has generally remained the same due to its enormous success, but we have continued to improve the reach and scope of the event to better achieve its purpose. In addition, we include breakfast, lunch, dinner, and interactive activities to highlight Muslim culture and tradition. We have many volunteers who are stationed at the iconic white tent throughout the week, answering any questions, concerns, and listening to people's opinion and beliefs. This event provides a venue to facilitate dialogue between Rutgers students about academic and religious concepts. In conclusion, it has received much coverage from within the Rutgers community and is the pride of our MSA. This event stands as a symbol of what Rutgers University is about: a venue where students of all walks of life can come together to learn from each other, and to truly understand each other. Last school year (2020), we had a replacement of IAW for the online year over Zoom on three nights of the same week. They were all watch-party streams of a three-part Islam Awareness Movie (IAM), meaning we had parts 1, 2, and 3. We invited speakers to discuss a variety of Islamic topics and followed the lives of three distinctive young Muslims from different backgrounds in which they openly talked about their relationship with Islam and their experiences growing up as an American Muslim or joining the faith after their childhood. Of course, this year we plan to go back to our regularly scheduled in-person IAW program.

If you would like to attach any additional materials related to your event (i.e. pictures, flyers, presentations, etc.) that will assist the Allocations Board in understanding your event, please attach them here.

[DOWNLOAD FILE](#)

Historical Information

Academic Year(the most recent academic year your event was held)

2018-2019 (in-person)

Attendance (RU Students)

Over 500 each day

Attendance (Non-RU Guests)

About 100 each day

Location

Brower Commons

Admission Charge (RU Students/Guests)

\$0

Co-Sponsorships

Muhsen, Islamic Society of Central Jersey, New Brunswick Islamic Center, Muslim Center of Middlesex County

Advertising

\$730.70

Room Rental/Equipment

\$5035.50

Honorarium

\$600

Cultural Food

\$3900

Food

\$2052.34

Supplies/Materials

\$3718.54

Security (NOTE: this is funded from a separate pool of money but is useful for our planning purposes)

\$1500

Other

\$134.19

TOTAL COST (excluding security)

\$16171.27

Advertising

\$159.00 - Flyers, \$50.24 - Extra Large Indoor Banner, \$74.22 - Extra Large Outdoor Banner, \$78.98 - 10 Large Indoor banners, \$80.99 - Full Page Flyers, \$69.98 - Postcards, \$35.82 - Banner, \$100.00 – Promo Video, TOTAL (+tax and shipping): \$730.70

Room Rental/Equipment

\$3308.50 - Tent rental from Miller's Rental, \$1727.00 - Facilities from Maruxa's, TOTAL: \$5035.50

Honorarium

Kaiser Aslam \$300, Farhan Siddiqi \$300 , TOTAL: \$600

Cultural Food

\$812.50 - Dinner 1 (140 Turkey Subs, 140 Roast Beef Subs, 20 Chicken Cheese steaks), \$812.50 - Dinner 2 (63 Plain Pizza's, 500 wings hot and mild), \$975.00 - Dinner 3 (140 Chicken Cheese steak, 140 Beef Cheesesteak, 20 Eggplant Parm), \$1300.00 - Dinner 4 (Gyro 10 trays, Chicken over Rice 10 trays, Falafel ½ tray), TOTAL: \$3900

Food

\$273.46 - Utensils, setup, and display (forks, spoons, knives, trays, plates, cups, etc), \$258.27 - Breakfast (bagels, donuts, muins, cream cheese, granola bars, etc), \$634.16 - Lunch (hamburger patties, bread and burger buns, cheese, etc), \$918.45 - Snacks and Drinks (Pepsi, water, cookies, chips, cupcakes, etc), TOTAL: \$2052.34

Supplies/Materials

\$1082.82 - Lights, Drapes, Floral accents, \$1702.05 - Turf + Outdoor decorations (baskets, flowers, lawn decorations), \$467.90 - Table Decorations (tablecloths, tealights, table signs, etc), \$465.77 - Construction materials (plywood for facade, nails and hinges, paint and brushes, plywood for chalkboard, etc), TOTAL: \$3718.54

Other

\$134.19 - Henna, Hijab, calligraphy activities

If you have any files relevant to the performance of your Special Event either last year or years before, please attach them here. The more information we have about the history of your program, the more accurately we can fund your program.

n/a

Current Budget

Expected Attendance (RU Students)

500 per day, which is over 2000 for the week

Expected Attendance (Non-RU Guests)

around 100-150 per day, which is 400-600 for the week

Please provide a justification for your expected attendance(include as much historical data as possible).

The Muslim Student Association has hosted this event at Rutgers for over a decade. Attendance has grown exponentially in the Muslim community at Rutgers as well as the Rutgers community at large. Our goal is to engage as many people as possible and our past years' attendance has shown an increasing amount of engagement, so we hope to see this growth continue as we return back to campus.

Date of Event

March 28th, 2022 - March 31st, 2022

Location of Event

Brower Commons

Admission Charge for RU Student

\$0

Admission Charge for Non-RU Guest

\$0

Co-Sponsorships (any groups that are giving money or otherwise assisting in putting on the event)

Ahlul Bayt Student Association (ABSA), Jumu'ah (Rutgers), Rutgers United Muslim Relief (UMR), Muslim Public Relations Council (MPRC)

Amount Fundraised

\$0 as of now

Room Rental/Equipment

\$5500

Entertainment

\$800

Honorarium

\$2000

Cultural Food

\$4000

Food

\$2200

Supplies/Materials

\$4000

Security

\$1500

Costumes/Props

\$0

Other

\$2000

Total Cost (excluding security)

\$20500

Room Rental/Equipment

\$3500- Miller’s Tent, \$2000- Rutgers Facilities (Maruxa’s), TOTAL: \$5,500

Entertainment

\$200- Day 1 entertainment, \$200- Day 2 Activity, \$200- Day 3 Activity, \$200- Day 4 Activity, TOTAL: \$800

Honorarium

\$500- Day 1 Speaker , \$500- Day 2 Speaker, \$500- Day 3 Speaker, \$500- Day 4 Keynote Speaker TOTAL: \$2,000

Cultural Food

(From Douglass): \$1000- Night 1 Dinner, \$1000- Night 2 Dinner, \$1000- Night 3 Dinner, \$1000- Night 4 Dinner, TOTAL: \$4000

Food

\$250- Utensils, setup, and display (forks, spoons, knives, trays, plates, cups, etc), \$300- Breakfast (bagels, donuts, muffins, cream cheese, granola bars, etc), \$700- Lunch (hamburger patties, bread and burger buns, cheese, etc), \$950- snacks and drinks (Pepsi, water, cookies, chips, cupcakes, etc), TOTAL: \$2200

Supplies/Materials

\$1500- Lights and Walls, \$1500- Turf & Outdoor Decorations, \$500- Tables, \$500- Outer façade construction, TOTAL: \$4000

Security

\$500 for 3 nights (fourth night team sleeps there), TOTAL: \$1500

Costumes/Props

\$0

Other

4 Days of community service, \$500 a day, TOTAL: \$2000

If you have any spreadsheets or other financial information that you feel further clarifies the funding requirements for your event please include them here.

n/a

Final Questions

What distinguishes this event from other events on campus and other events you hold during the semester?

This event is meant for the MSA community members to focus not only educating ourselves further, but creating a pathway to diminish any negative connotations the larger community may have from their personal experiences or anything they've learned from the media. We want people to ask questions freely so they can feel welcomed in the Muslim community, even if they are not Muslim, and meet the fellow students at Rutgers University who are Muslim. We want to celebrate our diversity and inspire others to celebrate their own diverse backgrounds, while at the same time giving back to the community. IAW is the highlight event of the year for us and the pride and joy of our MSA.

How do you keep track of attendance?(we suggest that organizations on campus use Rutgers Event Pass, especially for Special Events as it helps us provide more accurate funding. If your event is going to be remote you may use other means of attendance taking).

We plan on tracking our interactions through having a Google Form this year if we can not use the Rutgers Event Pass. We ideally will want to use Rutgers Event Pass as long as it is open to non-RU students as well, or maybe use the Rutgers Event Pass along with a Google Form with a quick sign-in non-RU

students.

Is there any additional information you can provide to further inform the Allocations Board about the function and importance of your event that has not been included earlier?

N/A

Discussion

J Jonathan Bellinghausen

Write a message

 [Add an Attachment](#)

CANCEL POST

Reviewers



There are no reviewers on this submission.