
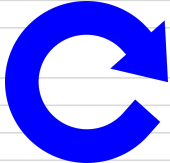


Advisory Board for Student Organizations Budget FY19

Student Organization:	Georgetown University Relay For Life		 
President:	James Konigsberg and Anastasia Smolenski	jrk128@georgetown.edu, ams549@georgetown.edu	
Treasurer:	Jacob Fulton	jaf298@georgetown.edu	
CSJ Advisor:	Whitney Maddox	wmm24@georgetown.edu	
ABSO Advisor:	Savi Krishnan	sk1700@georgetown.edu	
Has your ABSO advisor reviewed this budget request?			
	Requested FY19	Approved FY19	Actual FY19 (Recorded Spending)
Total Income (total amount coming into your organization)			
Revenue	Loading...	\$10,290.00	\$478.00
Total Expenses (total amount your organization will be spending)			
Recruitment	\$185.00	\$0.00	\$0.00
Programming	\$1,751.00	\$1,331.00	\$361.50
Special Events	\$5,365.00	\$1,030.00	\$0.00
Conference Attendance	\$0.00	\$0.00	\$0.00
Retreats	\$0.00	\$0.00	\$0.00
<i>Expenses Subtotal</i>	\$7,301.00	\$2,361.00	\$361.50
ABSO Pre-Approved Loans			
ABSO Underwriting	\$150.00	\$150.00	\$0.00
Pre-Approved Loans	\$13,985.00	\$12,191.00	\$0.00
TOTAL ABSO Allocation	\$7,451.00	\$2,511.00	\$361.50
Total Van Hours	122	102	22

Student Group Report

In compliance with our Group Evaluation Policy, each group must fill out a student group report annually with their budget. This will allow us to allocate our resources more effectively and better advocate for and advise our groups.

In order for your budget to be considered for funding, you must complete the Student Group Report.

Please answer the following questions in as much detail as possible.

1) How many active members does your organization have? - We have 50 active members	
2) What is your organization's mission? Relay For Life is the American Cancer Society's signature fundraising activity. It represents the hope that those lost to cancer will never be forgotten, that those who face cancer will be supported, and that one day cancer will be eradicated. Relay For Life at Georgetown University is organized for charitable purposes. More specifically, it is designed to celebrate cancer survivorship and to raise money for medical research and services funded by the American Cancer Society. Georgetown Relay For Life hosts events, awareness campaigns, and advocacy programs that bring together this campus in order to promote a cause that affects every person in one way or another. After a year hard work, Georgetown Relay culminates in one campus-wide celebration that unites Hoyas for one night, for one cause, and as one university community.	
3) What are your organization's community partners? Please include a primary contact for each community partner you list. <i>American Cancer Society, Staff Partner: Sarah Naustsen -sarah.naustsen@cancer.org-</i>	
4) Who are your organization's officers? -2017-2018 Senior Leadership: Josh Goldstein, Sarah Joseph, Greer Richey (student Co-Presidents) -2018-2019 Senior Leadership: James Kongsberg & Anastasia Smolenski (Co-Presidents), Jake Fulton (Treasurer) - Current Presidents in the midst of implementing a number of major restructuring efforts with interested candidates for future senior leadership - Current Presidents to help transition of leadership and explain budget & CSJ policies	
5) If your group does direct service, approximately how many people did your work serve? - We will have completed Hope Lodge trips this year, with approximately 15 individuals serving on each trip.	
6) If your group does direct service, how many members were directly involved in service events? - Roughly 40 Georgetown students in total have participated in a Hope Lodge trip.	
7) If your group does fundraising, how much money did you raise? To whom was it donated? - Fundraising totals for 2017-2018 have not been recorded. Last year's 2016-2017 event raised \$104,000, and are on track to achieving that same amount	
8) If your group does advocacy or awareness events, approximately how many people did your events reach? - As of the writing of this budget (2/23/18), we have 510 registered event participants. We hope to break 1,000 individuals by April 20th - In 2017, we had 732 registered event participants.	
<i>Please reflect on your programming for the 2016-2017 academic year:</i>	
9) How has your programming reflected and fulfilled your mission? Our programming serves to educate, advocate, and fundraise. Relay itself is a celebration of survivors, remembrance of those who have lost their battles, and a collective fight against this disease. Relay reaches thousands of people in the Georgetown community each year, spreading awareness for cancer prevention and supporting survivors and caregivers through events like Hope Lodges.	
10) What was effective? What was ineffective? - We think that one of the most effective things we have done as an organization this year is bringing new demographics of students (e.g. Graduate Students and various undergraduate identity groups and organizations), as well as University Offices and Resources into the fold of our event. - We are also very excited to have the opportunity to return to Copley Lawn this year for our Spring Event, due to the visibility and accessibility advantages of this site. We are also pleased that we have secured a rain site for the event, as in the past, we have gambled and simply hoped for a good weather day. - Even though Athletics was disappointed that we were not using Cooper Field as the location for our primary event this year, we believe we have significantly bettered our relationship with this division of the University. We have much higher participation from student athletes than we have had in the past. - In terms of ineffectivity, we really reached to staff a "full" executive board with two leaders per committee. Unfortunately, five of the individuals we asked to apply ended up dropping after first semester. We have learned that it's better to have a smaller exec board comprised of dedicated individuals than a "more full" Board comprised of partially-dedicated individuals. We will be working with next year's senior leadership to consider ways that we can better structure and organize our Board. - Additionally, we have continued to face major challenges with retaining and engaging a general membership base. We are hoping to implement several major structural changes to redesign organizational structure next year with an aim toward better involving a broader base of individuals beyond the board and a small group of other members.	
11) What will you change for next year to better serve your mission? - We hope that we can begin to implement two new programmatic features, in the form of educational, mission-oriented speakership events (see budget tabs). We intend to make these events open to the entire Georgetown community, with the goal of continuing to increase awareness for the challenges that those with medical disabilities face. - We hope that the restructuring of our Board, which will constitute both the creation of new positions as well as a reduction in the number of total individuals serving on the Board, will create more opportunities to increase committee engagement and involvement. We hope to shift our emphasis as an organization more toward prioritizing the effective engagement of Georgetown students, as well as continuing to increase our focus on our organization's cause the individuals themselves who have been diagnosed with cancer. - In order to better serve our mission, we would like to grow our relationship with the Georgetown neighborhood. It would mean a great deal to us if we could share Relay's mission with local families and members of the community. Extending our mission beyond the front gates is something we have been working at for several years, and is something that we only hope to improve in the future. - We would also appreciate some assistance/advice in how we can better communicate and partner with The Lombard Cancer Center, as we've encountered a great deal of difficulty in communicating with their staff.	
12) How can your CSJ and ABSO advisors better serve you in the future? - We would appreciate more regular communication from our advisor on the CSJ staff and ABSO. We thought the weekly collaborative meetings we had in the Spring were very productive, and would like to have standing appointments in the CSJ in the Fall, as well. Perhaps in the first semester these meetings could be on a bi-weekly basis, as there is more work to be done in the Spring. - We think it would be very helpful if our budget was updated throughout the year to reflect actual spending. - We would also appreciate flexibility with our budget. - We would also appreciate more consistent communication regarding pro-card requests; occasionally in the past, communication was sporadic and we often did not receive confirmation on our requests until only a day or two before we needed to use the card, despite requesting it well in advance. This created some stress in not knowing whether or not we had the ability to purchase food for our Hope Lodge trips.	
13) What other groups on campus might you want to work with next year? - We hope to partner with new organizations on campus, such as the Georgetown Lecture Fund and New Student Orientation (NSO) to help promote and organize the educational, mission events. - We would also like to work more with various university academic departments, in an effort to increase faculty participation in our event and cause. - We would also hope to regain our partnership with GPIB in 2017; they funded us fund our entire Fall Kickoff Event (over \$1000), but in 2018, they declined to partner with us outright, for reasons unknown to us.	

Special Event				
Rationale:		This is our culminating, year-end event.		
Proposed Program Type:		Special Event		
Name of Program:		Relay For Life		
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)				
<ul style="list-style-type: none"> - This event is our primary fundraising and awareness-raising operation of the year - For over 9 hours, Georgetown students, faculty, staff, and members of the greater neighborhood and Washington, DC communities will come together in our fight against cancer - There will be student group performances, speakers, and ceremonies 				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)				
<ul style="list-style-type: none"> - Relay For Life 2019 will occur on April 12th, 2019 (one week earlier than the corresponding 2018 date because of a later Easter Break) - Likely location is Cooper Field (will be discussed with future leadership) - There are pros/cons to both locations, and other key university players (Dr. Olson, GEMS, Facilities, Office of Neighborhood Life, Athletics, etc) must be consulted in the process - For the first time in 2018, a rain site location is being organized in McDonough Gymnasium. We will organize a rain site again in 2019 regardless of primary event location 				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)				
<ul style="list-style-type: none"> - Relay For Life represents the essence of our mission and the culmination of all our organization's efforts throughout the final year - We raise money for cancer research, outreach, and prevention programs, and support all the services the American Cancer Society provides - Provides a supportive space for those individuals who have lost someone to cancer, as well as those who are still fighting. - Provides hope as we work toward achieving a cancer-free future 				
4) How do you plan to promote this activity? To whom will you advertise this programming?				
<ul style="list-style-type: none"> - Promotion of our organization and our event happens throughout the year - We table weekly on Fridays in Red Square and regularly flyer throughout buildings/spaces on campus - We have an active social media presence on Facebook, Instagram, and Snapchat - Next year we would like to increase our social media advertising by purchasing social media ads on Facebook in the weeks leading up to our event 				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.				
<ul style="list-style-type: none"> - We work with a large number of other on campus resources and offices to co-sponsor Relay For Life. - President's Office: 4000 - Corp Philanthropy: 1000 - GUSA Fund: 250 - Campus Ministry: 500 - Yates Field House: 500 - Graduate Student Government: 1000 - Office of Student Conduct: 500 - Provost's Office: 1250 - Interhall: 450 				
6) Is this event annual (or in any way recurring)? What makes this event unique to other opportunities?				
<ul style="list-style-type: none"> - This is an annual event - One of the largest philanthropic efforts on campus - Our event provides a real opportunity for so many different communities on campus to come together and work together to fight back against this disease 				
Has this activity been approved by ABSO?		Yes		(for ABSO use only)
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				\$10 per registration before the event, up to \$15 registration the week of the event, collected as a donation to the American Cancer Society (ACS). Registration fee is waived for survivors.

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Special Event				
Rationale:	This is our culminating, year-end event.			
Proposed Program Type:	Special Event			
Name of Program:	Relay For Life			
Internal (GU) Sponsorships				- These are the contribution amounts we have received and are working on securing in 2018 - We cannot guarantee the same amount of support in 2019 - We hope to start our process of reaching out to other university partners in the Fall semester, even further out from the end of the fiscal year
Member Dues				- We only collect money from committee members to cover the cost of t-shirts
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES	PLEASE ALSO REFERENCE THIS EVENT SPREADSHEET			
Supplies				
Food	450	450		- Food is provided for the executive Board and committee members (about 75 people in total throughout the day of the event) working throughout the day to organize the event - This includes both breakfast and lunch - We are requesting outright funding for these meals, because we work to secure food donations for other aspects of our event (the survivor dinner, selling at the event, etc) - \$200 requested for Breakfast and \$250 for lunch [bonding]
Recruitment Materials	300	105		- 2 Recruitment Banners (\$150 each): 1 for Organization as a whole; 1 for Spring Event
Supplies not available at CSJ				
Supplies Subtotal	750	555	0	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				- All speakers generously volunteer their time at our event
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				

Special Event

Rationale:	<i>This is our culminating, year-end event.</i>
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<i>Proposed Program Type:</i>	Special Event
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Name of Program:	Relay For Life
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GUPD Officers				

<i>Other Subtotal</i>	0	0	0
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Expenses Total	750	555	0
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CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
Around Campus	48	48	0	- 2 vans for the entire day of Relay - Used to shuttle survivors to/from Survivor Dinner - Pick up food and supplies from local vendors, and Regents Storage Cages - Move large equipment around - Do not travel more than 25 miles in each van - 2 vans x 24 hours/van = 48 hours
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
			0	

[illegible]

Special Event				
Rationale:	This is our culminating, year-end event.			
Proposed Program Type:	Special Event			
Name of Program:	Relay For Life			

Rationale:	This is our culminating, year-end event.			
Proposed Program Type:	Fundraiser			
Name of Program:	Relay For Life (Loan)			
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)				
<ul style="list-style-type: none"> - This event is our primary fundraising and awareness-raising operation of the year - For over 9 hours, Georgetown students, faculty, staff, and members of the greater neighborhood and Washington, DC communities will come together in our fight against cancer - There will be student group performances, speakers, and ceremonies 				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)				
<ul style="list-style-type: none"> - Relay For Life 2019 will occur on April 12th, 2019 (one week earlier than the corresponding 2018 date because of a later Easter Break) - Likely location is Cooper Field (will be discussed with future leadership) - There are pros/cons to both locations, and other key university players (Dr. Olson, GEMS, Facilities, Office of Neighborhood Life, Athletics, etc) must be consulted in the process - For the first time in 2018, a rain site location is being organized in McDonough Gymnasium. We will organize a rain site again in 2019 regardless of primary event location 				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)				
<ul style="list-style-type: none"> - Relay For Life represents the essence of our mission and the culmination of all our organization's efforts throughout the final year - We raise money for cancer research, outreach, and prevention programs, and support all the services the American Cancer Society provides - Provides a supportive space for those individuals who have lost someone to cancer, as well as those who are still fighting. - Provides hope as we work toward achieving a cancer-free future 				
4) How do you plan to promote this activity? To whom will you advertise this programming?				
<ul style="list-style-type: none"> - Promotion of our organization and our event happens throughout the year - We table weekly on Fridays in Red Square and regularly flyer throughout buildings/spaces on campus - We have an active social media presence on Facebook, Instagram, and Snapchat - Next year we would like to increase our social media advertising by purchasing social media ads on Facebook in the weeks leading up to our event 				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.				
<ul style="list-style-type: none"> - We work with a large number of other on campus resources and offices to co-sponsor Relay For Life. - President's Office: 4000 - Corp Philanthropy: 1000 - GUSA Fund: 250 - Campus Ministry: 500 - Yates Field House: 500 - Graduate Student Government: 1000 - Office of Student Conduct: 500 - Provost's Office: 1250 - Interhall: 450 				
6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?				
<ul style="list-style-type: none"> - This is an annual event - One of the largest philanthropic efforts on campus - Our event provides a real opportunity for so many different communities on campus to come together and work together to fight back against this disease 				
Has this activity been approved by ABSO?	Yes	(for ABSO use only)		
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				\$10 per registration before the event, up to \$15 registration the week of the event, collected as a donation to the American Cancer Society (ACS). Registration fee is waived for survivors.

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Rationale:		This is our culminating, year-end event.		
Proposed Program Type:		Fundraiser		
Name of Program:		Relay For Life (Loan)		
Internal (GU) Sponsorships	9450	9450		- These are the contribution amounts we have received and are working on securing in 2018 - We cannot guarantee the same amount of support in 2019 - We hope to start our process of reaching out to other university partners in the Fall semester, even further out from the end of the fiscal year
Member Dues				- We only collect money from committee members to cover the cost of t-shirts
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	9450	9450	0	
EXPENSES	PLEASE ALSO REFERENCE THIS EVENT SPREADSHEET			
<i>Supplies</i>				
Food	300	300		- \$300 for GUGS Raw Material Costs
Recruitment Materials	200	200		- We would like to advertise our event on Facebook and Instagram through sponsored content in an effort to reach more individuals who do not have direct contact with our pages - Based on an drafted social media campaign for this year for the 2 weeks leading up to our event, a Georgetown campus and neighborhood focused campaign would cost about \$200
Supplies not available at CSJ	7343	7343		- NOMAD Event Systems (Stage/Sound/Lighting/Electricity): 4846 - Robert's Oxygen (Helium Tanks for Balloons): \$389 - Astrojump (Inflatables: Bounce House & Bungee Run): 604 - On-Site Tent for Cancer Survivors: \$1004 (<i>this is different from the tent required for the Survivor Dinner, which takes place at a different location than the event itself.</i>) - Decorations (Event theme-dependent, largely purchased from Amazon): \$500
<i>Supplies Subtotal</i>	7843	7843	0	
<i>Services</i>				
Printing Services - Beyond CSJ capacity				- We have access to free printing through the American Cancer Society.
On-Campus Space Rental				- We begin our event preparations in the CSJ the morning of the event at 6am - We move our belongings to a classroom in White Gravenor after the start of business hours
Tables, Chairs, etc.	2552	1548		- 180 Chairs (180 * \$.85 = \$153.00), 65 6 foot rectangular tables (65 * \$6 = \$390), 20 trash boxes (20* \$7 = \$140), 80 trash liners (80 *\$.25 = \$20), 20'x20' tent (\$325), 8 water barrels (8 * \$10 = \$80), 60' clear siding (60 * \$2 = \$120), \$20 delivery charge; ~300 labor facilities delivery/labor cost (Barricades/Light Tower/Cable Covers and Track Mats) - On Site Tent for Survivors: \$1004
Audio/Visual Equipment				
Off Campus Space Rentals				
<i>Services Subtotal</i>	2552	1548	0	
<i>Speaker Costs</i>				
Honoraria				- All speakers generously volunteer their time at our event
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
<i>Speaker Costs Subtotal</i>	0	0	0	
<i>Transportation/Travel</i>				
				Please note that CSJ Vans should be requested below.

[illegible]

[illegible]

On-going Programming

Rationale:

Proposed Program Type: On-going Programming

Name of Program: Hope Lodge Visits

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- Approximately 8-12 committee/executive members will drive to Baltimore, MD to cook for the patients and caregivers staying at an ACS Hope Lodge, on average four times per semester.
- a full meal for the Hope Lodge guests includes main entree, side dish, vegetables, beverages, fruit, and dessert - as per Hope Lodge requirements
- Attendance and frequency of Hope Lodges can vary year by year, so it is critical that we have enough funding to make a full meal each time in the event that we are able to provide 8 Hope Lodge visits throughout the year.
- \$125 per visit is sufficient

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- 636 W Lexington Street, Baltimore, MD 21201; approximately 8 times per year.
- We typically travel to Baltimore on Sundays, as this is a time when a larger group of students is free

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- This is the most mission-oriented activity that we have during the year. It allows us to show our direct support for those currently fighting, to hear their stories, and to brighten their meals and by creating meaningful connections.
- Hope Lodge visits allow Georgetown students to tangibly impact the life of an individual who is fighting cancer, which is an opportunity that is not often available on campus, and is a critical parts of our organization.

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We get the permission of the Hope Lodge manager for our visit- this includes setting up dates and getting approval on our prospective menu for each visit.
- We send out a Google Form to our committee and exec board members asking for their commitment for the trip.
- In the event that few people from Relay are free to go, we will advertise the visit through the GAAP group Facebook pages to see if anybody outside of Relay is interested in joining!

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

N/A

6) What change do you hope to affect through this ongoing programming? How will you accomplish this?

- We go on 8 trips per year (avg. 4/semester)
- Hope Lodge visits are unique because they are the most consistent ways for us to connect with the greater D.C. cancer community.

Has this activity been approved by ABSO?

Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

On-going Programming				
Rationale:				
Proposed Program Type: On-going Programming				
Name of Program: Hope Lodge Visits				
				- 8-12 students per trip + 15-30 survivors and families housed in Hope Lodge - We prepare a variety of meals (eg--lasagna and chicken parmesan) which have a \$100 per meal estimate on weekends, and \$125 per meal estimate on weekdays (when more patients are present at the Hope Lodge.) - Always use minimum of \$100 per meal - Meal features a main dish, side, salad, and dessert (As per the Hope Lodge requirements.)
Food	880	880	204	
Recruitment Materials				
Supplies not available at CSJ				
<i>Supplies Subtotal</i>	880	880	204	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
<i>Services Subtotal</i>	0	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
<i>Speaker Costs Subtotal</i>	0	0	0	
Transportation/Travel				
External Van Rentals/Cars				Please note that CSJ Vans should be requested below.
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
<i>Transportation Subtotal</i>	0	0	0	
Other				
<i>Other Subtotal</i>	0	0	0	
Expenses Total	880	880	204	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
Baltimore Hope Lodge	48	48	12	8 trips/year x 6 hours/trip = 48 hours

On-going Programming

Rationale:

Proposed Program Type:

On-going Programming

Name of Program:

Hope Lodge Visits

[illegible]

Special Event

Rationale: *This is the portion of our fall programming at which we honor and celebrate survivorship -- one of the main components of our mission.*

Proposed Program Type: Special Event

Name of Program: Fall Survivor Dinner

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- Next fall, Relay will be hosting a Fall Survivor Dinner. The Survivor Dinner is an event that we also host in the spring, in conjunction with our main event, where we invite cancer survivors from the local D.C. area to campus for a dinner that celebrates their successful battles against cancer.
- Programming typically includes music (either through live performance or speakers), catered dinner, and a guest speaker.
- Speakers have the floor for anywhere from 30-45 minutes to talk about their personal experiences and triumphs over cancer.
- This event, which was first organized in 2017, represents the most successful Fall Kickoff event Relay has organized in several recent years

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- This event will be occurring on Friday, November 2nd, 2018.
- We have been CONFIRMED for the HFSC Social Room from 4-9pm

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- The Survivor Dinner is one of the main ways through which Relay For Life engages in direct service with our surrounding local cancer community.
- Relay For Life operates on three main pillars: Celebrate, Remember, and Fight Back. The Survivor Dinner is the paramount way in which we "Celebrate" all of those who have survived cancer.
- We are looking to host this activity in the Fall so that we can engage and build stronger relationships with the survivors more than just once a year in the Spring at our main event.
- We also plan on extending invitations to Georgetown students, faculty, staff, and greater community members so that they can get a glimpse of what Relay's mission is and how we are making a positive impact through service to our local community.

4) How do you plan to promote this activity? To whom will you advertise this programming?

- Personal invitations via mail and email to our community of survivors, who come to our event year after year.
- Social media (primarily Facebook, email, Instagram, Snapchat, etc.) and flyering and tabling around campus.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We have encountered significant difficulty in securing food-donations from local vendors for this event. In the past, when we have sought donations, we have ended up with a real disarray of food offerings that do not accurately reflect our organization's care for and admiration of our cancer survivors. As such, we are seeking funding for food for this event to provide a more formal, catered meal.

6) Is this event annual (or in any way recurring)? What makes this event unique to other opportunities?

- As an organization, Relay For Life tries to put on a fall "kickoff" event every year. In 2017, after evaluating previous years' successes and failures, we have decided to re-shape this kickoff into a more service and mission-oriented event.
- The Survivor Dinner is unique in that, instead of a socially-motivated event, it focuses on pursuing and promoting the primary mission of Relay, which is to support people who have struggled with cancer.
- The concept of the Survivor Dinner will repeat itself in the spring as a part of our main event.

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				

**NOTIFY
ABSO**

*You must click this in order for your
new proposal to be considered.*

Special Event				
Rationale:		This is the portion of our fall programming at which we honor and celebrate survivorship -- one of the main components of our mission.		
Proposed Program Type:		Special Event		
Name of Program:		Fall Survivor Dinner		
Food	500	400		- 40-50 survivors x \$10 (standard CSJ dinner meal allocation) - We are not requesting any funding to provide dinner for the Georgetown students who participate in this event.
Recruitment Materials				
Supplies not available at CSJ	75	75		- Decorations: tablecloths, flowers centerpieces, etc: \$75 - Survivor gifts: these celebration tokens will hopefully be secured by donations from the Georgetown bookstore.
Supplies Subtotal	575	475	0	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				If next year's leadership requests the Herman Room or another Student Centers Location, there will be no cost associated with tables and chairs.
Tables, Chairs, etc.				If next year's leadership requests the Herman Room or another Student Centers Location, there will be no cost associated with tables and chairs.
Audio/Visual Equipment				See above.
Off Campus Space Rentals				
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				
External Van Rentals/Cars				Please note that CSJ Vans should be requested below.
Services Subtotal	0	0	0	
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
				[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0	
Expenses Total	575	475	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
Around Campus	4	4	0	We would appreciate having access to a CSJ van to facilitate the transportation of materials for this event, as well as to help survivors who may encounter challenges accessing parts of campus

Special Event	
1	10/10/2023
2	10/10/2023
3	10/10/2023
4	10/10/2023
5	10/10/2023
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97	10/10/2023
98	10/10/2023
99	10/10/2023
100	10/10/2023

Rationale:	<i>This is the portion of our fall programming at which we honor and celebrate survivorship -- one of the main components of our mission.</i>
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Proposed Program Type:	Special Event
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Name of Program:	Fall Survivor Dinner
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[illegible]

Special Event

Rationale: *This is the portion of our event at which we honor and celebrate survivorship -- one main component of our mission.*

Proposed Program Type: Special Event

Name of Program: Spring Survivor Dinner

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- Each year, around fifty total cancer survivors and caregivers attend our Spring Survivor Dinner.
- This is the second and most popular of our annual Survivor Dinners, because it coincides with our main event on the day of Relay.
- Cancer survivors from the D.C. area and Georgetown campus are treated to a catered dinner that includes healthy and filling meal options, music, and speaker. This is our way of celebrating their great victories and strength in the face of extreme adversity.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- 5:30-7:30pm on Friday, April 12th, 2019
- We would ideally like to organize this event in Dahlgren Quadrangle
- In 2017, this event was hosted in Dahlgren, which was both beautiful and extremely accessible for cancer survivors to the main Spring Event site
- In 2018, this space was reserved before we reserved it (for GAAP weekend), and this year we will be in the Leavey Program Room. We hope to return to Dahlgren in 2019

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- The Survivor Dinner is one of the main ways through which Relay For Life engages in direct service with our surrounding local cancer community.
- The Spring Survivor Dinner is especially reflective of our mission because it coincides with our main event, making it a full experience for those who attend.
- Relay For Life operates on three main pillars: Celebrate, Remember, and Fight Back. The Survivor Dinner is the paramount way in which we "Celebrate" all of those who have survived.
- We are looking to host this activity in the Fall so that we can engage and build stronger relationships with the survivors more than just once a year in the Spring at our main event.
- We also plan on extending invitations to Georgetown students, faculty, staff, and greater community members so that they can get a glimpse of what Relay's mission is and the positive impact through service to our local community.

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We will send invitations to survivors and caregivers via mail and email.
- Contact university administration and student body through flyers and posts on social media to attend the event.
- We also hope to make connections with additional survivors following our Fall Survivor Dinner

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We have encountered significant difficulty in securing food-donations from local vendors for this event. In the past, when we have sought donations, we have ended up with a real disarray of food offerings that do not accurately reflect our organization's care for and admiration of our cancer survivors. As such, we are seeking funding for food for this event to provide a more formal, catered meal.

6) Is this event annual (or in any way recurring)? What makes this event unique to other opportunities?

- This dinner occurs annually at our event, and, beginning in 2018, twice a year with the introduction of a similar Fall Survivor Dinner
- We hope that organizing this type of event twice annually strengthens and deepens our connections with the survivors coming to campus

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				

Special Event				
Rationale:		This is the portion of our event at which we honor and celebrate survivorship -- one main component of our mission.		
Proposed Program Type:		Special Event		
Name of Program:		Spring Survivor Dinner		
Supplies				
Food	400	0		- Approximately 50 survivors x \$8 / person (CSJ Dinner Allocation Proportion) - Though we try to ask local businesses to donate food, it would be helpful to have funds that could allow us to cater portions of the entree to ensure survivors are offered well-rounded options (i.e. vegan, vegetarian, etc.) - It is very difficult to cater a dinner including such options for 50 people by relying only on the generosity of local businesses, and the result is that we offer the survivors who travel to campus a haphazard, dissary of food that does not accurately reflect our care for and admiration of the cancer survivors - We are not requesting any funding to provide dinner for the Georgetown students who participate in this event.
Recruitment Materials				
Supplies not available at CSJ	575	0		- Decorations: tablecloths, flowers, centerpieces, etc.= \$75 - Survivor gifts: 50 survivors x \$10 / person (CSJ gift funding allocation) = \$500. In the past, this small token of celebration has included clothing, mugs, picture frames, etc. - For the Fall Survivor Dinner, we are intending to seek donations from the Georgetown Bookstore
Supplies Subtotal	975	0	0	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental	1258	0		- This figure is based on the most recent Survivor Dinner organized in Dahlgren Quad (in 2017). This was the cost of the tent and siding and water barrels. - Please note that this is only event we are intending to host throughout the year not in a costless space - This space was selected given its accessibility and central nature on campus - It is also a beautiful space in which to celebrate the survivors' triumph over this disease
Tables, Chairs, etc.	907	0		- 60 folding chairs, 30x40 tent, 10 6-ft round tables, 3 8-ft tables, 2 trash boxes, 2 trash liners, \$40 delivery charge=\$906.50
Audio/Visual Equipment				- Microphone and other sound equipment included with spring event audio contracting.
Off Campus Space Rentals				
Services Subtotal	2165	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				
External Van Rentals/Cars				Please note that CSJ Vans should be requested below.
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				

Special Event

Rationale:	<i>This is the portion of our event at which we honor and celebrate survivorship -- one main component of our mission.</i>
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<i>Proposed Program Type:</i>	Special Event
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Name of Program:	Spring Survivor Dinner
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Other Subtotal	0	0	0	
Expenses Total	3140	0	0	

CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

Special Event

Rationale: We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.

Proposed Program Type: Special Event

Name of Program: Fall Mission Educational Panel

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- We will invite either a group of individuals to come to campus and speak about cancer on a global scale (in accordance with our theme).

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

-This event will take place on November 28 from 7-8:30 PM

-The location is still to be determined - we would like to discuss the logistics of getting a space.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- One of our organization's goals for the coming year is to work with experts to spread awareness about the most relevant causes of cancer, as well as share the latest progress

- We also hope to raise awareness for the challenges and forms of discrimination that those diagnosed with medical diseases may encounter, especially since such an identity is a mainstream part of conversations on diversity

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We will use our social media pages to market this event, as well as flyer and table throughout campus.

- We would also hope to partner with our speaker(s)' networks to promote this event to the greater campus and D.C. communities

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We are working with the Georgetown Lecture Fund to leverage their expertise in these types of events

6) Is this event annual (or in any way recurring)? What makes this event unique to other opportunities?

- We hope to organize this event each fall.

Has this activity been approved by ABSO? No (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				
Food	225			We would like to provide snacks for our attendees. We hope to have 50 people attend, plus speakers and Relay volunteers. 5 Dozen Georgetown Cupcakes x \$36/dozen = \$180 Various other snacks - Pretzels, chips, etc = \$45
Recruitment Materials				
Supplies not available at CSJ				
Supplies Subtotal	225	0	0	
Services				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

Special Event				
Rationale:	We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.			
Proposed Program Type:	Special Event			
Name of Program:	Fall Mission Educational Panel			
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental	375			As of right now, the HFSC Herman Room is available during this time. We are unsure of whether there is a cost to rent this space and would like to discuss the process to make sure we have that in order. We have received verbal confirmation that up to \$600 will be provided for this event, so we included this line item to have the entire request equal \$600. If the cost is different, we can update our request accordingly.
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
<i>Services Subtotal</i>	375	0	0	
<i>Speaker Costs</i>				
Honoraria	0	0		
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
<i>Speaker Costs Subtotal</i>	0	0	0	
<i>Transportation/Travel</i>				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
<i>Transportation Subtotal</i>	0	0	0	
<i>Other</i>				
<i>Other Subtotal</i>	0	0	0	
Expenses Total	600	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

Special Event

Rationale:	<i>We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.</i>
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Proposed Program Type:	Special Event
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Name of Program:	Fall Mission Educational Panel
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[illegible]

Special Event

Rationale: We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.

Proposed Program Type: Special Event

Name of Program:

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- We will invite either an individual or group of individuals to come to campus and speak about either battles with cancer and the challenges that those with medical diagnoses or disabilities face

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- We have not yet decided when during the semester this educational panel will occur.

- We would ideally organize this event in a space such as the ICC Auditorium or Lohrlink Auditorium, depending on space availability and estimated interest.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- One of our organization's goals for the coming year is to work with experts to spread awareness about the most relevant causes of cancer, as well as share the latest progress

- We also hope to raise awareness for the challenges and forms of discrimination that those diagnosed with medical diseases may encounter, especially since such an identity is a mainstream part of conversations on diversity

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We will use our social media pages to market this event, as well as flyer and table throughout campus.

- We would also hope to partner with our speaker(s)' networks to promote this event to the greater campus and D.C. communities

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We hope to work with Georgetown University's New Student Orientation to create an event that could be incorporate new themes of diversity into Pluarism Leadership Institute

6) Is this event annual (or in any way recurring)? What makes this event unique to other opportunities?

- We hope to organize this event once in the Fall and once in the Spring

Has this activity been approved by ABSO? No (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				
Food				
Recruitment Materials				
Supplies not available at CSJ				
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

Special Event				
Rationale:		We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.		
Proposed Program Type:		Special Event		
Name of Program:				
On-Campus Space Rental				- We hope to pursue a costless space, such as an area in the HFSC or a large lecture hall, such as the ICC Auditorium or Lohrlink Auditorium
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria	300	0		- We understand that the CSJ has a strict funding upper limit of \$300 per speaker - We have not yet begun our search for the individual(s) we would like to invite to speak at this event, however, we would like to have the opportunity to support guests from out of town, if we decide that an individual(s) from beyond the immediate Washington community would be the most valuable and impactful person at this event - We fully intend to keep the CSJ up to date on our search for these speakers and would not use this allocated money if the CSJ deemed our guest unqualified for Honoraria
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	300	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
Other Subtotal	0	0	0	
Expenses Total	300	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

Special Event

Rationale:	<i>We hope to introduce this new programming in 2019 as we work to continue increasing our focus on mission.</i>
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<i>Proposed Program Type:</i>	Special Event
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Name of Program:

[illegible]

On-going Programming

Rationale: We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.

Proposed Program Type: On-going Programming

Name of Program: Fall Recruitment Challenge

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- In November 2018, Relay will be putting on our annual recruitment initiative, the T-Shirt Challenge, in which the top 5 teams with the most amount of people registered at the end of November get their organization's logo on the back of our Spring Event T-Shirts
- In order to transform this challenge into a recruitment event, we hope to create even more incentive by giving the #1 winning team a dessert party with hundreds of Krispy Kreme donuts!
- We order the most basic, plain glaze flavor of donut to minimize cost.
- This is a food incentive unique to Relay that we feel will get people really excited- especially any sports team or athletic-related group.
- We will use our White Gravenor room, decorate the room, play music, and hand out the donuts, and thank our #1 team for their efforts and support of Relay's mission!
- Because we are a 501(c)(3) organization, we receive a special deal at \$4.50/dozen donuts when we order minimum 25 donuts.
- The targets of this recruitment challenge are typically the organizations that have been very involved with our event and cause in the past

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- This event is going to occur shortly after the conclusion of our November T-Shirt Recruitment Challenge, which will occur for the entire month of November.
- Specific date TBD, is up to next year's leadership to decide, but we would likely want to organize it during the final week of classes or during study days.
- We can host this event in our typical meeting classroom in White Gravenor.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- Relay has historically run into significant challenges in incentivizing individuals to sign up for our event. We make active recruitment efforts throughout the year, but people really don't sign up until the end of the year through and sign up online for Relay until the Spring.
- By creating additional incentives, such as this Krispy Kreme Party, we have had more success in getting people to commit to signing up for our event.

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We will promote this incentive online through our social media platforms, as well as through flyer throughout campus.
- We additionally plan to make more frequent visits to the meetings of the organizations we are actively recruiting from, in order to explain what Relay is and what the American Red Cross registration donation they receive when individuals sign up for the event.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We do not have any co-sponsors for the event.
- Krispy Kreme is not willing to donate donuts because of the extremely reduced price they already offer for 501(c)(3) tax-exempt organizations.

6) What change do you hope to affect through this ongoing programming? How will you accomplish this?

- Our marketing team will plan and develop promotional materials and graphic content (for use on our social media platforms) that we can use to explain what Relay is and what the registration fee goes towards.

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

On-going Programming				
Rationale:	We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.			
Proposed Program Type:	On-going Programming			
Name of Program:	Fall Recruitment Challenge			
Supplies				
Food	171	171	157.5	- 6 donuts/person x 75 team members (largest team on avg. formed at end of November) = 450 donuts / (12 donuts/dozen) = 38 dozen donuts x 4.50 (non-profit fundraising bulk dozen price) = \$171 - Will take the form of gift cards, not physical doughnuts
Recruitment Materials				
Supplies not available at CSJ				
Supplies Subtotal	171	171	157.5	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				
Other Subtotal	0	0	0	
Expenses Total	171	171	157.5	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
Krispy Kreme in DuPont	2	2	0	We will need a CSJ van to go pick up this volume of doughnuts from the Krispy Kreme store in DuPont Circle.

On-going Programming

Rationale:	We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.
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Proposed Program Type:	On-going Programming
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Name of Program:	Fall Recruitment Challenge
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[illegible]

On-going Programming

Rationale: We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.

Proposed Program Type: On-going Programming

Name of Program: Spring Recruitment Challenge

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

- We plan to organize a second recruitment challenge, largely similar to the one that is organized in the Fall.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

- We plan to organize this recruitment challenge in the beginning of the Spring semester, during the months of January and February

- We hope to focus especially on Varsity and Club Sports teams

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

- Relay has historically run into significant challenges in incentivizing individuals to sign up for our event. We make active recruitment efforts throughout the year, but people really don't show up through and sign up online for Relay until the Spring.

4) How do you plan to promote this activity? To whom will you advertise this programming?

- We will promote this incentive online through our social media platforms, as well as through flyer-ing throughout campus.

- We additionally plan to make more frequent visits to the meetings of the organizations we are actively recruiting from, in order to explain what Relay is and what the American registration donation they receive when individuals sign up for the event.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

- We have not yet identified any co-sponsors for this event

- Our plan is to offer an incentive of a portable bluetooth speaker that athletic teams could utilize at their sports practices

6) What change do you hope to affect through this ongoing programming? How will you accomplish this?

- Our marketing team will plan and develop promotional materials and graphic content (for use on our social media platforms) that we can use to explain what Relay is and what the registration fee goes towards

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				
Food				
Recruitment Materials				
Supplies not available at CSJ	200	200		prize: http://www.brookstone.com/pd/big-blue-party-indoor-outdoor-bluetooth-speaker/849504p.html - if this is not approved, we would also accept Dominos as a prize to offer.
Supplies Subtotal	200	200	0	
Services				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

On-going Programming				
Rationale:	We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.			
Proposed Program Type:	On-going Programming			
Name of Program:	Spring Recruitment Challenge			
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				
Other Subtotal	0	0	0	
Expenses Total	200	200	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

On-going Programming

Rationale:	We need incentives to help encourage groups of individuals to sign up for an event that occurs at the very end of the academic calendar.
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Proposed Program Type:	On-going Programming
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Name of Program:	Spring Recruitment Challenge
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[illegible]

Recruitment				
Rationale:	We need incentives to help recruit people to join our cause.			
Proposed Program Type:	Recruitment			
Name of Program:	Residence Life Outreach			
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?) - Our Recruitment efforts are integral to the success of our event as well as the success of our awareness and fundraising campaigns. Reaching out to the entire Georgetown population through face-to-face contact is the most effective means of conveying our message and registering participants. - One of the ways that we do this is by setting up Registration Tables in residence halls throughout the year. We'll provide informational materials to those who stop by our table, as well as food to increase interest.				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.) - We will have this recurring event will take place during the spring semester to push recruitment in on-campus dorms. - Three Thursdays after Spring Break in March/April 2019 will be "30 Thursdays" where food will be provided for the first 30 people who register for the event.				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?) - This program will help us spread our mission and to get more people invested in the concept that we need to come together as a community to fight cancer. - We hope to run this program in order to recruit a wide range of people to our organization and event. - We also hope to encourage people to fundraise and further raise awareness for the American Cancer Society.				
4) How do you plan to promote this activity? To whom will you advertise this programming? - We will reach out to community directors and RA's who will in turn reach out to the students living in their respective dorms/floors.				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions. N/A				
6) How will you engage students who may be new to the topics you address and the type of programming you run? - We are pretty familiar with this since we spend a lot of time tabling, but we will have flyers explaining where the money goes that we fundraise and we will have people at the tables explaining their experiences with Relay and what it means to the greater community.				
Has this activity been approved by ABSO? Yes (for ABSO use only)				
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				
Food	185	0		- 1 recruitment challenge (spring semester) will be incentivized with pizza - Three Thursdays after Spring Break in March/April 2019 will be "30 Thursdays" where food will be provided for the first 30 people who register for the event - In compliance with CSJ Recruitment food policy
Recruitment Materials				

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Recruitment				
Rationale:	We need incentives to help recruit people to join our cause.			
Proposed Program Type:	Recruitment			
Name of Program:	Residence Life Outreach			
Supplies not available at CSJ				
<i>Supplies Subtotal</i>	185	0	0	
<i>Services</i>				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
<i>Services Subtotal</i>	0	0	0	
<i>Speaker Costs</i>				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
<i>Speaker Costs Subtotal</i>	0	0	0	
<i>Transportation/Travel</i>				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
<i>Transportation Subtotal</i>	0	0	0	
<i>Other</i>				
<i>Other Subtotal</i>	0	0	0	
Expenses Total	185	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

On-going Programming

Rationale: *Our Team Captains are invaluable in furthering the reaches of our organization, but they need resources from us to incentivize students.*

Proposed Program Type: On-going Programming

Name of Program: Team Captain Outreach

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

Georgetown Relay has an extensive mentorship program where a Team Relations Sub-Committee splits up the registered teams and suggests fundraising and recruitment ideas, offers support, and provides resources to Team Captains. This Sub-Committee arranges coffee chats, tables in Lauinger Library, holds office hours, and frequently communicates with students via email. In order to connect with the 200 teams that register for Relay For Life, this Sub-Committee must be well organized and extremely dedicated to mentoring Team Captains. The Team Relations Sub-Committee and their outreach and mentorship program are integral to our mission and critical for the success of our April event! We estimate approximately 80 captains will engage in this team captain programming where we will provide food.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

This will take place at the beginning of April (dependent on when the event is) most likely in our meeting room in White Gravenor.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

Gathering as many community members together as possible is essential in spreading our mission. Team Captains are able to recruit more people to their teams and are able to fundraising from their teams/organizations.

4) How do you plan to promote this activity? To whom will you advertise this programming?

We will reach out to the Team Captains via email once they sign up and then we will post something on our website about the exact date of the event.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

N/A

6) What change do you hope to affect through this ongoing programming? How will you accomplish this?

Most team captains know what Relay is, but for those who don't we have videos and flyers explaining where the money goes and just how essential their efforts are in supporting us.

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	0	0	0	
EXPENSES				
Supplies				
Food	500	80		- On-going programming meal-based awareness event (for Spring Event) - By reaching out to team captains and hosting one large event instead of multiple small meetings as was done in the past, we've found that captains are significantly more engaged. We've found that Cosi, Corp Catering, and Chipotle all have catering options within \$500, and this food would incentivize team captains to learn about the event and increase turn-out at the event, which has been and will continue to be one of our main priorities. We can get chipotle at \$6.25 a person x 80 team captains=\$500 which would be a major incentive for team captains to come to the meeting and therefore make our event a success.

On-going Programming				
Rationale:		Our Team Captains are invaluable in furthering the reaches of our organization, but they need resources from us to incentivize students.		
Proposed Program Type:		On-going Programming		
Name of Program:		Team Captain Outreach		
Recruitment Materials				
Supplies not available at CSJ				
Supplies Subtotal	500	80	0	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				
Other Subtotal	0	0	0	
Expenses Total	500	80	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
	0	0	0	
	0	0	0	
	0.00%	0.00%	0.00%	
	0	0	0	

Rationale:	We need to initially incentivize people to being personal fundraising and to support our mission.			
Proposed Program Type:	Fundraiser			
Name of Program:	Fund the Mission			
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?) Georgetown Relay has very solid relationships with a variety of on-campus organizations. Every year, we directly engage with Philanthropy Chairs in addition to Team Captains in order to promote fundraising for our organization. A lot of groups choose to make Relay their main philanthropic dedication each year, and as such we focus on these groups for fundraising and to help us spread Relay's mission. Each year we struggle to find an incentive for newer members who are not familiar with the relationship that we have with their groups to register for our event and to fundraise. We participate each year in a national Fund the Mission challenge and this year we enhanced the challenge to offer a donated prize to Georgetown students so that they would be further motivated to join onto our cause. Promoting student engagement is one of the main successes of our organization. Cancer affects everyone, and as Hoyas for others it is important to recognize that and to involve as many people as we can. The goal of this challenge would be to reach out across campus to show students what our mission is and why we are so passionate about it. Fundraising and recruitment directly benefit the American Cancer Society and help fund research and support networks in and around the DC community.				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.) This would take place over the course of a couple of weeks during the spring semester.				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?) It aligns with one of our main goals of fundraising for the American Cancer Society, and it would help recruit more people to do so.				
4) How do you plan to promote this activity? To whom will you advertise this programming? We would post on social media and reach out to Team Captains/Philanthropy Chairs				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions. N/A				
6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser? During the national Fund The Mission Challenge that all Relay For Lives across the country compete in, we normally raise around \$5-7,000. By having added incentives, we could raise more in the range of \$10-15,000. All of our fundraisers have advocacy components because we constantly bring our work back to the mission of fighting cancer				
Has this activity been approved by ABSO? Yes (for ABSO use only)				
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	690	690		Minimum amount of fundraising proceeds to be generated by this event!
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	690	690	0	
EXPENSES				
Supplies				
Food	200	0		By having an incentive for students to fundraise, we further spread the word of our mission and we further help the ACS in their fight against cancer. To help us fund the mission, we host fundraising challenges. Having 4 \$50 gift cards to restaurants or stores around DC would help us create 3 very successful fundraising challenges that would increase community engagement and would help raise money to beat cancer.

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Rationale:	We need to initially incentivize people to being personal fundraising and to support our mission.			
Proposed Program Type:	Fundraiser			
Name of Program:	Fund the Mission			
				We try to host around 8 fundraising or recruitment challenges throughout the year (4 per semester). Having other donations would be an incredible incentive, particularly in the fall when we have very low numbers for both participants and fundraising. Getting students involved early would help create a better community to fight cancer and would help increase our fundraising numbers for the ACS. If we could provide incentives as physical prizes (especially desirable ones) such as bluetooth speakers for \$150, a polaroid camera for \$100, or a Fitbit for \$150 this would be an incredible assistance to recruit, fundraise, and spread our mission
Recruitment Materials	400	0		
Supplies not available at CSJ				
Supplies Subtotal	600	0	0	
Services				
Printing Services - Beyond CSJ capacity				
On-Campus Space Rental	0			
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				
Transportation Subtotal	0	0	0	
Other				
Other Subtotal	0	0	0	
Expenses Total	600	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
Fundraising Expenses Total	600	0	0	

[illegible]

Fundraiser	
Rationale:	Outreach to further parts of the Georgetown Community and utilization of GroupRaise
Proposed Program Type:	Fundraiser
Name of Program:	South Block Fundraiser

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

This is a percentage night at South Block - anyone can go, and it will entail getting some good smoothies and acai bowls.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

The programming will take place at South Block (on Grace Street) on October 16 from 4-7 PM

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

Part of Relay's mission is raising funds for the American Cancer Society, and events like this help us to meet our goals. Additionally, we are trying to build a greater relationship with the neighborhood, so this is a good step in that direction

4) How do you plan to promote this activity? To whom will you advertise this programming?

We will promote this activity through word of mouth, flyers, and a Facebook event.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

N/A

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?

We hope to raise about \$300 from this activity based on past percentage night figures. We will try to bump these numbers up by inviting our general membership along for group bonding.

Has this activity been approved by ABSO? No (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)



	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	300			South Block contribution from profit-share
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	300	0	0	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]

Fundraiser

Rationale:	Outreach to further parts of the Georgetown Community and utilization of GroupRaise
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<i>Proposed Program Type:</i>	Fundraiser
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Name of Program:	South Block Fundraiser
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Part 2: Expenses				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				[Please explain any fees for speakers at your event. Consider policy!]
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
				[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0	
Expenses Total	0	0	0	

CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]

Fundraising Expenses Total	0	0	0	
Fundraising Profit Total	300	0	0	
Fundraising Percentage Profit	#DIV/0!	#DIV/0!	#DIV/0!	
ABSO Underwriting	0	0	0	[ABSO may underwrite some of the fundraising cost. If you would like to request that some portion of your cost be underwritten, please indicate that here.]

Fundraiser

Rationale: To raise money for Relay for Life and enjoy the fall weather!

Proposed Program Type: Fundraiser

Name of Program: Relay for Life x Pumpkin Patch

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

This will be a trip open to anyone to spend a day out at Homestead Farms in Poolesville, MD. Participants can pick a pumpkin or just enjoy the atmosphere.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

This will take place at Homestead Farms in Poolesville, MD - we are planning on leaving campus around 9 or 10 AM and returning around 2 PM

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

Part of Relay's mission is raising funds for the American Cancer Society, and events like this help us to meet our goals.

4) How do you plan to promote this activity? To whom will you advertise this programming?

We will promote this activity via Facebook and flyers.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

We may be sponsoring with Breaking the Bubble - they haven't gotten back to us yet, but would just be sending an email to help us get people registered.

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?

We hope to raise about \$300-\$450 from this event. We will charge \$10-15 per person for transport (much cheaper than ride-shares) and admission.

Has this activity been approved by ABSO?

(for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected	450		165	Registration fees
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	450	0	165	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]
Audio/Visual Equipment				

Fundraiser

Rationale:	<i>To raise money for Relay for Life and enjoy the fall weather!</i>
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Proposed Program Type:	Fundraiser
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Name of Program:	Relay for Life x Pumpkin Patch
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Off Campus Space Rentals			
Services Subtotal	0	0	0
Speaker Costs			
Honoraria			[Please explain any fees for speakers at your event. Consider policy!]
Airfare			
Cabs/Metro/Bus/Train			
Lodging/Hotel (Domestic)			
Meals (during travel)			
Speaker Costs Subtotal	0	0	0
Transportation/Travel			Please note that CSJ Vans should be requested below.
External Van Rentals/Cars			
Cabs/Metro/Parking/Bus			
Lodging/Hotel (Domestic)			
Meals (during travel and conference)			
Conference Registration Fees			[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0
Other			
			[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0
Expenses Total	0	0	0

[illegible]

1	
Rationale:	To raise money for Relay for Life, expand our campus partnerships, and enjoy some burritos.
Proposed Program Type:	Fundraiser
Name of Program:	Relay for Life Chipotle Percentage Night

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)
 This fundraiser will be open to everyone, and will entail Chipotle giving us 33% of profits for a 4-hour window.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)
 This will take place on October 21 from 5-9 PM at the Chipotle on M Street

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)
 Part of Relay's mission is raising funds for the American Cancer Society, and events like this help us to meet our goals. Additionally, we will be partnering with a student group in our neighborhood, so this helps us to expand our outreach.

4) How do you plan to promote this activity? To whom will you advertise this programming?
 We will promote this activity through word of mouth, flyers/Facebook, and through our partner.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.
 GIVES is helping us with this event - they're not contributing any funds, but will be helping us by offering a "delivery service" for students on campus as a weekly RAK (random act of kindness).

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?
 We hope to raise \$400 from this event based on past Chipotle percentage nights and increased participation from our members and partners in publicising this event.

Has this activity been approved by ABSO? (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)



	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	400		313	Contributions from Chipotle for profit share
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	400	0	313	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]

1

Rationale:	<i>To raise money for Relay for Life, expand our campus partnerships, and enjoy some burritos.</i>
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Proposed Program Type:	Fundraiser
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Name of Program: Relay for Life Chipotle Percentage Night

2023-2024 Student Government Budget				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				[Please explain any fees for speakers at your event. Consider policy!]
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
				[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0	
Expenses Total	0	0	0	

[illegible]

1

Rationale:	<i>To raise money for Relay for Life, expand our campus partnerships, and enjoy some burritos.</i>
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Proposed Program Type:	Fundraiser
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Name of Program:	Relay for Life Chipotle Percentage Night
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[illegible]

Fundraiser				
Rationale:		To raise money for Relay for Life and expand our neighborhood partnership outreach		
Proposed Program Type:		Fundraiser		
Name of Program:		Relay for Life x The Dough Jar		
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)				
The Dough Jar will be coming to campus to provide a pop-up-shop open to anyone who walks through Red Square.				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)				
This activity will take place in Red Square from 1-5 PM on November 1				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)				
Part of Relay's mission is raising funds for the American Cancer Society, and events like this help us to meet our goals. Additionally, we are trying to build a greater relationship neighborhood, so this is a good step in that direction				
4) How do you plan to promote this activity? To whom will you advertise this programming?				
We will promote this activity through word of mouth, Facebook, and flyers.				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.				
N/A				
6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?				
We hope to raise \$300 based on previous events of this nature. However, that's not a steady figure because we haven't partnered with them before. We will be in Red Square in the middle of the day, so hopefully we will drum up enough business during that time.				
Has this activity been approved by ABSO?		(for ABSO use only)		
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	300			Contributions from The Dough Jar
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	300	0	0	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Fundraiser				
Rationale:	To raise money for Relay for Life and expand our neighborhood partnership outreach			
Proposed Program Type:	Fundraiser			
Name of Program:	Relay for Life x The Dough Jar			
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				[Please explain any fees for speakers at your event. Consider policy!]
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
	40			We may incur some start-up costs, depending on the volume of sales. If sales are slow, The Dough Jar may ask for \$10/hour. We're not sure if this will come out of the funds raised, but if we have the option to have ABSO cover that charge (if needed), we would appreciate it.
Other Subtotal	40	0	0	
Expenses Total	40	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
Fundraising Expenses Total	40	0	0	
Fundraising Profit Total	260	0	0	
Fundraising Percentage Profit	650.00%	#DIV/0!	#DIV/0!	
ABSO Underwriting	0	0	0	[ABSO may underwrite some of the fundraising cost. If you would like to request that some portion of your cost be underwritten, please indicate that here.]

Fundraiser

Rationale:	Annual Drink Partnership with The Corp
Proposed Program Type:	Fundraiser
Name of Program:	Sponsorship with The Corp - Lavender Latte

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

Each year, The Corp sponsors 1-2 drinks to raise money for Relay. This year, the drink is a "Lavender Latte," a nod to the purple ACS ribbon

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

The activity will take place at all Corp locations that sell coffee throughout month of February. A note on timing: we have been in talks with Corp Philanthropy for months about what The Corp's role will be this year, and were waiting to submit anything to ABSO until the details were final. However, they let us know just a couple of days ago that the drink sponsorship will be for the month of February. We are aware that this is not fully congruent with ABSO policy and will not promote the drink until we receive ABSO approval. We also ask that ABSO consider adding The Corp to the list of fundraising sponsors that will receive automatic approval.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

Raising funds and partnering with extracurricular groups on campus align with two of the core elements of Relay's mission. We've had a good relationship with The Corp in the past and hope to grow it in the future.

4) How do you plan to promote this activity? To whom will you advertise this programming?

Once we receive ABSO approval, we will promote the activity through social media, word of mouth, and flyers.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

The Corp: 15% of drink sales

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?

We hope to raise about \$100 through this activity. The drink sales don't raise a lot of funds, but we appreciate the partnership and it provides us a platform to share our mission, get the word out about Relay, and expand our recruitment efforts.

Has this activity been approved by ABSO?

(for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)



	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	100			165 drinks (estimate based on prior sales) x \$4/drink x 15% of proceeds
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	100	0	0	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				

Fundraiser				
Rationale:	Annual Drink Partnership with The Corp			
Proposed Program Type:	Fundraiser			
Name of Program:	Sponsorship with The Corp - Lavender Latte			
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				[Please explain any fees for speakers at your event. Consider policy!]
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
				[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0	
Expenses Total	0	0	0	
CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
Fundraising Expenses Total	0	0	0	
Fundraising Profit Total	100	0	0	
Fundraising Percentage Profit	#DIV/0!	#DIV/0!	#DIV/0!	
ABSO Underwriting	0	0	0	[ABSO may underwrite some of the fundraising cost. If you would like to request that some portion of your cost be underwritten, please indicate that here.]

Fundraiser				
Rationale:	Timber Pizza Percentage Day			
Proposed Program Type:	Fundraiser			
Name of Program:	Timber Pizza Percentage Day			
1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)				
Timber Pizza Co. will provide us 10% of proceeds on March 27.				
2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)				
This will take place at Timber Pizza Co on March 27, 2019				
3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)				
Fundraising is a core part of Relay's mission. We are also planning on using this outing as an opportunity for bonding - all Relay members will be invited, and we plan to add an				
4) How do you plan to promote this activity? To whom will you advertise this programming?				
We will promote through social media, word of mouth, and CSJComms				
5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.				
Timber Pizza Co. will provide us 10% of proceeds.				
6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?				
We haven't partnered with Timber Pizza in the past, based on past percentage nights we are hoping to raise about \$150.				
Has this activity been approved by ABSO? Yes (for ABSO use only)				
Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)				
	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	150	150		Timber Pizza contributions. \$1,500 sales x10%
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	150	150	0	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]
Audio/Visual Equipment				

**NOTIFY
ABSO**

You must click this in order for your
new proposal to be considered.

Fundraiser

Rationale:	Timber Pizza Percentage Day
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Proposed Program Type:	Fundraiser
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Name of Program:	Timber Pizza Percentage Day
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Off Campus Space Rentals			
Services Subtotal	0	0	0
Speaker Costs			
Honoraria			[Please explain any fees for speakers at your event. Consider policy!]
Airfare			
Cabs/Metro/Bus/Train			
Lodging/Hotel (Domestic)			
Meals (during travel)			
Speaker Costs Subtotal	0	0	0
Transportation/Travel			Please note that CSJ Vans should be requested below.
External Van Rentals/Cars			
Cabs/Metro/Parking/Bus			
Lodging/Hotel (Domestic)			
Meals (during travel and conference)			
Conference Registration Fees			[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0
Other			
			[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0
Expenses Total	0	0	0

[illegible]

Fundraiser

Rationale: Participation in ACS fundraiser to support our event

Proposed Program Type: Fundraiser

Name of Program: Relay for Life Daffodil Days

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

Each year, ACS has a fundraiser that allows Relays to purchase daffodils for \$1 and resell them for \$15. We will take orders primarily from university departments on February 18 and the flowers will be available for pickup on March 18.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

We will take orders on February 18 and distribute the flowers on March 18. Ordering will likely occur through a combination of emails and visits to offices, while pickup will occur in a central location, like Red Square or the ICC Galleria, depending on the weather.

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

This is a huge opportunity to raise funds, one of the core tenets of Relay's mission. We also plan to use this opportunity to increase awareness about Relay's mission and event community. Along with the flower sales, we will invite professors and university officials to our event, and encourage them to register. We may also create a way for them to opt about other Relay events and programming.

4) How do you plan to promote this activity? To whom will you advertise this programming?

Since the main focus is professors and university departments, we will mostly promote the fundraiser through email and word of mouth. However, students who may also wish and we'll promote through Relay social media and other appropriate channels.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

N/A

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?

We hope to raise about \$1,000 through this fundraiser. We haven't done this before, so we're somewhat flying blind. We're hoping that the number could be higher!

Has this activity been approved by ABSO? Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions				
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales	1,000			Expected sales of between 65-70 daffodils x \$15 per flower = \$1,000
Other Income - not including sponsorships				
Operating Income Total	1000	0	0	
EXPENSES				
Supplies				
Food				
Recruitment Materials				
Supplies not available at CSJ				
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				

On-Campus Space Rental				
Tables, Chairs, etc.				
Audio/Visual Equipment				
Off Campus Space Rentals				
<i>Services Subtotal</i>	0	0	0	
<i>Speaker Costs</i>				
Honoraria				
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
<i>Speaker Costs Subtotal</i>	0	0	0	
<i>Transportation/Travel</i>				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
<i>Transportation Subtotal</i>	0	0	0	
<i>Other</i>				
				Note: we pay the ACS \$1 per flower directly in order to sell them for \$15. ABSO funding policies do not allow giving directly to ACS, so we will handle this small expense either through finding a benefactor or pitching in as a board.
<i>Other Subtotal</i>	0	0	0	
Expenses Total	0	0	0	

CSJ Vans	Hours Requested	Hours Approved	Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0 [Explain how you got the number of hours you are requesting]

Fundraising Expenses Total	0	0	0	
Fundraising Profit Total	1000	0	0	
Fundraising Percentage Profit	#DIV/0!	#DIV/0!	#DIV/0!	
ABSO Underwriting	0	0	0	[ABSO may underwrite some of the fundraising cost. If you would like to request that some portion of your cost be underwritten, please indicate that here.]

Fundraiser

Rationale: To raise money for Relay for Life, expand our campus partnerships, and enjoy some burritos.

Proposed Program Type: Fundraiser

Name of Program: Relay for Life Chipotle Percentage Night

1) Please provide a brief description of the activity or program. (WHO will be involved? WHAT will this programming entail?)

This fundraiser will be open to everyone, and will entail Chipotle giving us 33% of profits for a 4-hour window.

2) WHERE and WHEN will this activity take place? (If this programming is reoccurring--i.e. repeated over the course of a semester--please detail its schedule and include dates.)

This will take place on February 27 from 5-9 PM at the Chipotle on M Street

3) How does this program/activity reflect the mission and goals of your organization? (WHY do you hope to run this programming?)

Part of Relay's mission is raising funds for the American Cancer Society, and events like this help us to meet our goals. Additionally, we will be partnering with a business in the community to expand our outreach.

4) How do you plan to promote this activity? To whom will you advertise this programming?

We will promote this activity through word of mouth and social media.

5) If this activity is funded through co-sponsorship(s), please list the co-sponsoring organizations and their respective contributions.

N/A - although we will suggest that our members go to Chipotle with the other groups they're part of (we will also take a contingent of Relay folks) to spread the word and get more people involved.

6) How much funding do you hope to raise? By what fundraising strategy will you accomplish this? Will you have an advocacy component to your fundraiser?

We hope to raise \$250 from this event based on past Chipotle percentage nights.

Has this activity been approved by ABSO?

Yes (for ABSO use only)

Please inform both your ABSO advisor (student) and your CSJ advisor (staff) of this request, if you haven't already. (You can copy your responses to the six questions below and paste them into an email.)

	Requested FY19	Approved FY19	Actual FY19 (recorded spending)	Line Item (ex. 5 cheese pizzas x \$6/cheese pizza + \$2.00 delivery fee + \$4.80 tip = \$36.80)
INCOME				
Revenue				
External Contributions	300			Estimate based on past Chipotle percentage nights
Ticket Sales/Registration Fees Collected				
Internal (GU) Sponsorships				
Member Dues				
Merchandise Sales				
Other Income - not including sponsorships				
Operating Income Total	300	0	0	
EXPENSES				
Supplies				
Food				[Tell us how many people are expected, what type of food you plan to buy, the cost per unit, etc. Consider policy!]
Recruitment Materials				
Supplies not available at CSJ				[Plates, cups, napkins, silverware, and markers are all provided by the CSJ.]
Supplies Subtotal	0	0	0	
Services				
Printing Services - Beyond CSJ capacity				[Explain why the printing at the CSJ is insufficient for your purposes. Black and white printing is available at the CSJ.]
On-Campus Space Rental				[What room would you like to rent? Check pricing with GEMS--formerly known as OCAF.]
Tables, Chairs, etc.				[Check pricing with GEMS--formerly known as OCAF.]

**NOTIFY
ABSO**

You must click this in order for your new proposal to be considered.

Fundraiser

Rationale:	<i>To raise money for Relay for Life, expand our campus partnerships, and enjoy some burritos.</i>
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Proposed Program Type:	Fundraiser
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Name of Program:	Relay for Life Chipotle Percentage Night
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2024-2025 CSJ Budget Worksheet				
Audio/Visual Equipment				
Off Campus Space Rentals				
Services Subtotal	0	0	0	
Speaker Costs				
Honoraria				[Please explain any fees for speakers at your event. Consider policy!]
Airfare				
Cabs/Metro/Bus/Train				
Lodging/Hotel (Domestic)				
Meals (during travel)				
Speaker Costs Subtotal	0	0	0	
Transportation/Travel				Please note that CSJ Vans should be requested below.
External Van Rentals/Cars				
Cabs/Metro/Parking/Bus				
Lodging/Hotel (Domestic)				
Meals (during travel and conference)				
Conference Registration Fees				[What is the price and how many people from your organization will be attending?]
Transportation Subtotal	0	0	0	
Other				
				[Use this space for any expenses that are not outlined above.]
Other Subtotal	0	0	0	
Expenses Total	0	0	0	

CSJ Vans	Hours Requested	Hours Approved		Line Item (ex. 10 trips/semester x 3 hours/trip = 30 hours)
[Please put the location here]	0	0	0	[Explain how you got the number of hours you are requesting]
Fundraising Expenses Total	0	0	0	
Fundraising Profit Total	300	0	0	
Fundraising Percentage Profit	#DIV/0!	#DIV/0!	#DIV/0!	
ABSO Underwriting	0	0	0	[ABSO may underwrite some of the fundraising cost. If you would like to request that some portion of your cost be underwritten, please indicate that here.]

