

UPAC Allocation Night Minutes

Date: 12/05/23

Organization Name: Organization R

Budget(s) to be Reviewed: Types of Budgets (Equipment, Honoraria, etc.)

Committee:	HAT
Committee Chair:	Cassandra
UPAC Advisor:	Ryan
Committee Members:	Dalima, Callie, Chan, Sam, Roman
Minutes Taker(s):	Dalima, Callie
SCT Member(s):	Hallie

Organization Presenter:	Ayan Bhatnagar
Presenter's Email:	axb6652@psu.edu

Minutes:

Description of the Budget:	
<p>IGSA and SASA are collaborating for Prateek Kuhad's concert. He is the musical virtuoso hailed for his soulful melodies and enchanting lyrics hailing from India. This concert is a celebration for students, staff, and faculty alike. The PSU community will be prepared to be serenaded by Prateek Kuhad's mesmerizing tunes that effortlessly blend indie-folk and contemporary sounds. His heartfelt songs, known for evoking emotions and weaving tales of love, hope, and introspection, promise to resonate with every soul in the audience.</p>	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program?	yes
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Work with diff orgs, including PSU Global, fundraisers
Is this program open to all University Park students?	Yes
How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	Yes; post created. For advertising, work with PSU global, PRCC, Educational equity, diff. Student organization
How does this event enhance the Penn State experience for students?	In general, Penn State organizes amazing concerts, but most are from America. This will e more inclusive since he is from India and will

	help bring music from a different country to help share different cultures. This will be a great community atmosphere.
Do you plan on selling tickets for this event?	Yes; prices have not changed
How did you select this year's performing artist?	They selected him because he is famous on Spotify and because he is from India, this will be a very inclusive performance and rich in culture.
Have you filled out the organization inventory form? (on UPAC's Org Central page)	yes
Do you have University approved storage?	yes
Have your priorities for funding changed?	no
Can you explain the purpose and lifespan of your	He is an emotional heart and soul artist, and Penn State has utilized this kind of equipment to make the event better. This will make the success of the event much higher. The wands and bracelets are a big part and will be given away.

Committee Discussion:
SCT: I think this is a straightforward budget
Name: I feel like they are charging a little much, but overall, a good budget.
Name: I'm a fan of this budget. It is very straightforward, and it seems like it will be a fun and engaging experience to not only southeast Asian students at PSU but also other students around campus.

SCT Recommendation:		
Recommendation:	\$21,860.06	
Amount Funded:	\$21,860.06	
2 nd By:	Callie	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Honoraria + Facility 2. Item 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$21,860.06 2. \$XXX 3. \$XXX 4. Etc.
Vote:	5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/05/23

Organization Name: Organization R

Budget(s) to be Reviewed: Types of Budgets (Equipment, Honoraria, etc.)

Committee:	
Committee Chair:	Cassandra
UPAC Advisor:	Ryan
Committee Members:	Callie, Roman, Sam, Chan, Dalima
Minutes Taker(s):	Callie, Dalima
SCT Member(s):	Jacob

Organization Presenter:	Makaela Brown
Presenter's Email:	mab7841@psu.edu

Minutes:

Description of the Budget:	
<p>This year's Gamma Gala will enhance student life at Penn State by celebrating a variety of cultures within our community and the individuals that have helped our sorority thrive in the past 23 years (24 years in February) as a chapter at the Pennsylvania State University and the past 33 years (34 years in April) as a national sorority. It will be held on February 17th, 2024. Gamma Gala will have several performances that will demonstrate the students' ability to be versatile and be able to show how diverse and talented students are at Penn State. Each performance will shed light on the numerous cultures that make up Penn State, as well as the various organizations involved on campus. Many of these organizations are run by women of color and at this year's Gamma Gala we want to showcase women empowerment by having the event not only catered by a woman owned restaurant but have a female identifying DJ as well as a host.</p>	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program?	yes
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	dents on campus.
Is this program open to all University Park students?	yes

How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	"Save the date" put out, org central, social media (Instagram), and slide chat.
How does this event enhance the Penn State experience for students?	This event will enhance because of this space, everyone is welcome. Everyone will have a taste of different cultures and the people coming are also from different cultural backgrounds.
Do you plan on selling tickets for this event?	Yes
How did you select this year's DJ and host?	She is an actress from the movie Ecanta and the DJ is a Penn State Alumni same for the photographer. She will be coming from Orlando.
Have you filled out the organization inventory form? (UPAC orgcentral page)	No; new organization, so no equipment in inventory.
Do you have University approved storage?	No
Have your priorities for funding changed?	No

Committee Discussion:
SCT: Looks like a great event. Love how she is trying to give back in support of the org. It is unfortunate how we will not be able to support everything but love the event.
Name: I like the event. There's a lot of thought that went into it.
Name: Love the idea of giving back to the community and was very well thought out.

SCT Recommendation:		
Recommendation:	\$17,454.80	
Amount Funded:	\$17,454.80	
2 nd By:	Dalima	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Awards 2. Food related equipment 3. Décor (linens) 4. Etc. 	<ol style="list-style-type: none"> 1. \$0 2. \$0 3. \$298.48 (cost + taxes) 4. Etc.
Vote:	5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/08/2023

Organization Name: Vietnamese Student Association

Budget(s) to be Reviewed: Program

Committee:	Leadership Team
Committee Chair:	Fiona
UPAC Advisor:	Trevor
Committee Members:	Sam, Alex, Cassandra, Shahid, and Yingxin
Minutes Taker(s):	Shahid
SCT Member(s):	Sam

Organization Presenter:	Hy Thai
Presenter's Email:	hqt5203@psu.edu

Minutes:

Description of the Budget:	
<p>Tet, the Lunar New Year, holds immense cultural significance in Vietnamese tradition, serving as a cherished time for families to unite in celebration. It symbolizes a fresh beginning, where wishes for success, prosperity, and joy abound not only for oneself but for all. Understanding its cultural importance, VSA aims to provide the Penn State community, especially Vietnamese students, with an opportunity to reconnect with this meaningful holiday. By fostering a celebration that echoes the cherished traditions and communal spirit of Tet, the goal is to create a space where students can rekindle the warmth of family gatherings and embrace the cultural richness that this festivity embodies.</p>	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program? If so, what was the date of your meeting?	Yes.
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	VSA will utilize the funds raised from past events and the funds in VSA's ASA account.
Is this program open to all University Park students?	Yes
How does this event enhance the Penn State experience for students?	For the students who have found a home away from home at Penn State do not get the same vibrant

	<p>experience as it is in Vietnam, so we want to bring the holiday to them and the Vietnamese Penn State families who come from across the state. We believe it is important for Vietnamese students on campus to celebrate while reminiscing about the years where they have had the chance to celebrate with their families.</p>
<p>Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)</p>	<p>Yes. UP students \$15. Non-UP students \$20.</p>
<p>What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?</p>	<p>UP students: 225 Faculty/Staff: 25 Community Members: 25</p>
<p>How do you plan to advertise for this event?</p>	<p>Tết is a holiday whose purpose is to connect friends and family and rekindle friendships. Therefore, despite it being a traditional Vietnamese event, we hope to make this an inclusive event for people from all demographics and backgrounds. Our ultimate goal is to not only celebrate this moment but also share our diversity and culture with the Penn State and State College community. Tết is celebrated similarly to Lunar New Year in other asian cultures, and we believe that it will attract a large number of people outside of VSA. Therefore, we will be extending invitations to other Penn State Asian Cultural Organizations that include, but are not limited to, HKSA, KSA, ThSa, TASA, JFA, and AUSA. This year, we are elaborating on promoting our reputation via social media and selling tickets at the HUB to attract other students to come to our event.</p>
<p>If you are requesting funding for the purchase of equipment, costumes, or props, you'll need to fill out an up-to-date organization inventory form found on UPAC's Org Central page. Have you filled out the organization inventory form?</p>	
<p>Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?</p>	
<p>Have your priorities for funding changed?</p>	<p>No</p>

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Committee Discussion:
<p>CM: Really cool event that allows international students to feel more at home at University Park and allows all students to gain a greater understanding of Vietnamese culture</p> <p>CM: I have been to events like this before and I think that Vietnamese students and other Penn State students can really benefit from this experience</p>

SCT Recommendation:		
Recommendation:	SCT recommends funding in the amount of \$3,831.09	
Amount Funded:	\$3,831.09	
2 nd By:	Shahid	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Photobooth 2. Red Envelopes 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$0 2. \$0 3. \$XXX 4. Etc.
Vote:	5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/05/2023

Organization Name: NAACP

Budget(s) to be Reviewed: Program

Committee:	3
Committee Chair:	Sam A
UPAC Advisor:	Jayla
Committee Members:	Liam
Minutes Taker(s):	Liam
SCT Member(s):	Alex

Organization Presenter:	Jessie Joseph
Presenter's Email:	Jvj5637@psu.edu

Minutes:

Description of the Budget:	
This occasion is designed to recognize and applaud the achievements of Black individuals and their commitment to advocacy within the PSU community, specifically among students and staff members within the POC community. The event is scheduled to take place on Friday, February 16th, at Alumni Hall, where we will come together to honor and celebrate Black Excellence. With affair formal rewarding students and celebrating, caucuses are coming and speaking, formal event, focusing on e veryone	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program?	Yes
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Educational equity will pay for food. Talk to PRCC. Funding from alumni.
Is this program open to all University Park students?	Yes
How do you plan to advertise your event?	Promo video, Social media, flyers, Word of Mouth
How does this event enhance the Penn State experience for students?	Recognizing things that may not be educationally backed. Show aspects of accomplishments students have. Help new students be exposed to the things on campus and what things people are involved in that they may be into.

Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)	No
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	350-400
How did you select this year's performing artist? How did you select the Videographer? Will you need security for this event?	Last year ran out of seats so expecting more
Have you filled out the organization inventory form?	Will provide documentation from advisor on space
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	Will provide documentation of approved office use from advisor
Have your priorities for funding changed?	<ol style="list-style-type: none"> 1. Decorations 2. Promo video 3. DJ 4. Rest does not matter due to cap
<p>Please provide a breakdown of any equipment costs inclusive of the following: how is it essential to your organization's mission and the estimated length of life for each item (between 1-4 years)?</p> <ol style="list-style-type: none"> 1. Photographer (Can't Fund- photographers are not fundable 2.4.1) 2. 360 photobooth 3. Awards (Can't Fund) 4. Best event stuff <ul style="list-style-type: none"> o Table Clothes o Antique Candle Sticks 5. Amazon <ul style="list-style-type: none"> o Table place card holders o Candles 6. Etsy <ul style="list-style-type: none"> o Garland o Neon Sign o Name Cards 	<ol style="list-style-type: none"> 1. photographer- 2. photobooth- To take pictures during event to capture the memory. Event grows every year. Feels very crucial to event. Gives people items to use during breaks. Allows people to have a digital version to post as well 3. awards- Non-fundable 4. tablecloth- Décor and goes into the theme of a tea party. Candlesticks- Decorations for the tables 5. Table cards- Ability to reserve tables and matches royal aesthetic and to organize for food disbursement Candles- Wax candles to be used to match centerpiece-4 years 6. Garland- Lay them on the tables, specific to tables-2 years Neon sign- NAACP sign and for future events – 4 years Name cards- Adding to aesthetic, for table reservations, also list table type- single

<ul style="list-style-type: none"> ○ Cheese Cloth Table Runners <p>7. AliExpress</p> <ul style="list-style-type: none"> ○ Various flowers ○ Ribbon <p>8. Promotional Video (Can't Fund- videographers are not fundable 2.4.1)</p>	<p>Table runners- On top of tablecloth but under the centerpiece for aesthetic-4 years</p> <p>7.flowers- Centerpiece flowers for center of tables -4 years</p> <p>Ribbons- Chair décor for aesthetic of the theme that corresponds to table color for theme- 4 years</p> <p>8.Promo video/videographer</p>
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Committee Discussion:
<p>CM1: Didn't find name cards integral to the success of the event, doesn't agree with requestor's rationale</p>
<p>CM2: Corresponds with formal theme of event and marks assignment of guests</p>
<p>CM3: Event is integral to the club's goals, speakers are from different orgs, high turnout and celebrates students on campus</p>
<p>CM2: Event is a great idea to have as students are also more than their academics. It is important for them to receive these recognitions. Plus, it allows new students to learn about other things happening on campus they might not know.</p>
<p>SCT: Great budget, supports community, brings together organizations, event follows UPAC handbook</p>

SCT Recommendation:		
Recommendation:	\$8,975.25 (partial funding)	
Amount Funded:	\$8,975.25	
2 nd By:	Liam	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Charger plates 2. Glass beverage dispenser 3. Wine glasses 	<ol style="list-style-type: none"> 1. \$0 2. \$0 3. \$0

	4. Cupcake boxes	4. 0
	5. Gold plastic silverware	5. 0
	6. Napkins	6. 0
	7. Individual chocolates	7. 0
	8. Plastic plates	8. 0
	9. Awards	9. 0
	10. Photographer	10.0
	11. Videographer	11.0
	12. Food	12.0
Vote:	3-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/05/2023

Organization Name: TEDxPSU

Budget(s) to be Reviewed: Program

Committee:	NAT
Committee Chair:	Sam
UPAC Advisor:	Hannah
Committee Members:	Fred, Tom, Aidan J, Bryana, Shayla
Minutes Taker(s):	Tom, Shayla
SCT Member(s):	Alex

Organization Presenter:	Mehul Aggarwal
Presenter's Email:	Mxa5988@psu.edu

Minutes:

Description of the Budget:	
TEDxPSU is Penn State University's student-organized TEDx conference. For the past 13 years, TEDxPSU has brought together innovative and thought-provoking individuals from the Penn State community and the world, sharing ideas worth spreading at our annual TEDx conference.	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program?	Yes, Terrell Hoffman
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	ASA unrestricted funds
Is this program open to all University Park students?	Yes
How do you plan to advertise your event?	Marketing team who is reaching out to student orgs. So Direct outreach, Paid marketing, owned marketing (socials) earned marketing, buzz generated by the event.
How does this event enhance the Penn State experience for students?	This event gives people an opportunity to attend a conference that is trendy and interesting on campus. Aims to cause a lot of conversation, can bring global recognition, exciting for audience and speakers, opportunity to think, challenge

	critically with different beliefs without pushing any opinion or agenda, and learn trendy, new ideas in a different way than traditional academic classes. Every year the videos will be uploaded on the internet and people get to see the results and experience it again and again
Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)	Free to All, aims for accessibility
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	UP Students: 200 Faculty Staff: 80 Community : 20
<p>What is the purpose of the various Marketing & Promotional Expenses?</p> <ul style="list-style-type: none"> - Outdoor Marketing Banners - Broadcasting Comm radio - Social Media Broadcasting - Snap Geofilter - Rack Cards 	<p>King printing Used for notes and a keepsake so that they can understand each individual speaker (<i>MOST important part of Marketing</i>), serves as a program, similar to playbill</p> <ul style="list-style-type: none"> - Outdoor Marketing banners <ul style="list-style-type: none"> o Flags for downtown so that we promote it to the Penn State community (Long Term) - Broadcasting Comm Radio <ul style="list-style-type: none"> o Worked with them last year, they create a full audio advertisement that runs during their prime show (collaborate with sports area of university) - Social Media Broadcasting <ul style="list-style-type: none"> o Work with meta-ad suite (broadcast them to people in the area) Makes it more likely that people will attend - Snap Geofilter <ul style="list-style-type: none"> o Snapchat filter for people on the campus (helps promote the event in a passing way) - Rack Cards <ul style="list-style-type: none"> o Larger business cards to promote the event in a printed way.
Do you have University Approved storage?	Yes
Have your priorities for funding changed?	Yes 1. Schawb

	<ol style="list-style-type: none"> 2. WPSU recording video audio 3. Speaker Dinner banquet vendor 4. Marketing 5. Serving cost 6. Logistic items
<p>Please provide a breakdown of any equipment costs inclusive of the following: how is it essential to your organization's mission and the estimated length of life for each item (between 1-4 years)?</p> <ol style="list-style-type: none"> 1. Ballons 2. Vase 3. Step and repeat holders 4. Mirrors 5. Votives 6. Teddy Bear 7. Feather flags 8. Stickers 	<ol style="list-style-type: none"> 1. Balloons- decorations in the HUB table and the conference and Banquet/ one time use 2. Vase- decorations at conference and banquet, four years 3. Step and repeat holders- holder for a backdrop for pictures, four years 4. Mirrors- center piece decorations, four years 5. Votives- candle holders, centerpieces, four years 6. Teddy Bear- creating a more personalized feel to the event, decorate from event to event, not giveaway, four years 7. Feather Flags- for direction purposes outside of the venue, four years 8. Stickers- NOT giveaways, used for décor and to customize event experience, four years (or until they run out)
<p>How did you pick you speakers/performers?</p>	<p>All our speakers are locals, the goal is to show all the voices and big ideas that come from a local area. Speakers will discuss universities, incarnation at a young age, neurodivergence, and anything else you can think of. Speakers that talks about current events, education and other topics.</p>
<p>Committee Discussion:</p>	
<p>SCT: Great event, they are very passionate about what they want to do. Cleared up a lot of the issues with what can and can't be funded. This is the kind of event we need on campus. Wish them the best.</p> <p>CM: Overall this is a solid budget and as much as it sucks the day of the conference this year is on the Super Bowl day but it definitely brings different voices to Penn State and I'm excited to see this event.</p> <p>CM: I think this is a very insightful experience for Penn State students. It will expose students to different views in a productive manner.</p>	

SCT Recommendation:		
Recommendation:	Full fund to cap \$55,364.02	
Amount Funded:	Full fund to cap \$55,364.02	
2 nd By:	Tom	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Schwab 2. WPSU quote 3. TEDX Banquet venue 4. TEDX Banquet Service 5. Logistic items 6. Marketing & Promotional <ol style="list-style-type: none"> a. Will not fund <ol style="list-style-type: none"> i. Rack Cards ii. Geofilter iii. Valley Mag 	<ol style="list-style-type: none"> 1. \$28,560.00 2. \$21,215.00 3. \$0 4. \$0 5. \$0 6. \$ 5,589.02
Vote:	Passes 4-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: XX/XX/XX

Organization Name: Organization R

Budget(s) to be Reviewed: Travel

Committee:	
Committee Chair:	
UPAC Advisor:	
Committee Members:	
Minutes Taker(s):	
SCT Member(s):	

Organization Presenter:	
Presenter's Email:	

Minutes:

Description of the Budget:	
Questions from the Committee:	Responses from the Presenter:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Committee Discussion:
Name:
Name:
Name:

SCT Recommendation:		
Recommendation:		
Amount Funded:		
2 nd By:		
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Item 2. Item 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:		

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: XX/XX/XX

Organization Name: Organization R

Budget(s) to be Reviewed: Travel

Committee:	
Committee Chair:	
UPAC Advisor:	
Committee Members:	
Minutes Taker(s):	
SCT Member(s):	

Organization Presenter:	
Presenter's Email:	

Minutes:

Description of the Budget:	
Questions from the Committee:	Responses from the Presenter:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Committee Discussion:
Name:
Name:
Name:

SCT Recommendation:		
Recommendation:		
Amount Funded:		
2 nd By:		
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Item 2. Item 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:		

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/8/2023

Organization Name: Competitive Ballroom and Latin Dance Club

Budget(s) to be Reviewed: Programs

Committee:	Leadership Team
Committee Chair:	Fiona
UPAC Advisor:	Trevor
Committee Members:	Sam L, Shahid, Sam L, Yingxin
Minutes Taker(s):	Shahid
SCT Member(s):	Alex

Organization Presenter:	Isabella Viteri
Presenter's Email:	lmv5080@psu.edu

Minutes:

Description of the Budget:	
The Snow Ball is an intercollegiate ballroom competition, run and organized identically to our past event(s) called Keystone Dancesport Classic. Competitors from colleges around the mid-Atlantic region come to compete against each other and be judged by world-class professional dancers and instructors.	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program? If so, what was the date of your meeting?	Yes. 11/27/2023
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Member Dues
Is this program open to all University Park students?	Yes
How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	Post flyers around campus and advertise on social media along with possible advertisement boards in the HUB
How does this event enhance the Penn State experience for students?	It allows students and community members the opportunity to spectate and demonstrate both the art and sport of Ballroom dance while promoting healthy competition for all participants. Friday

	night: Pre-competition registration event and social dance, Saturday Morning: Standard Style Dance Events Saturday Afternoon: Latin Style Dance Events, Saturday Evening: Higher Skill Level Events.
Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)	No
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	UP Students: 100 Faculty/Staff: 50 Community Members: 150
How did you select this year's performing artist/band? Will you need security for this event?	
If you are requesting funding for the purchase of equipment, costumes, or props, you'll need to fill out an up-to-date organization inventory form found on UPAC's Org Central page. Have you filled out the organization inventory form?	
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	
Have your priorities for funding changed?	No
Please provide a breakdown of any equipment costs inclusive of the following: the cost of each item, the need for each item requested, and how is it essential to your organization's mission, and the estimated length of life for each item (between 1-4 years)?	

Committee Discussion:
<p>CM: This sounds like a great event, getting students to participate in an engaging competition. Open to all UP students and it free, I feel that this is a great chance for students to showcase their talent and experience something new as well.</p> <p>Chair: This event is one that will enhance the community of dance on this campus because it encourages their interest. It is an opportunity for these students to be involved on campus and become closer to those in the UP community.</p>

SCT Recommendation:		
Recommendation:	SCT recommends full funding up to cap in the amount of \$13,767.80	
Amount Funded:	\$13,767.80	
2 nd By:	Sam A.	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Item 2. Item 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:	4-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: XX/XX/XX

Organization Name: Organization R

Budget(s) to be Reviewed: Types of Budgets (Equipment, Honoraria, etc.)

Committee:	
Committee Chair:	
UPAC Advisor:	
Committee Members:	
Minutes Taker(s):	
SCT Member(s):	

Organization Presenter:	
Presenter's Email:	

Minutes:

Description of the Budget:	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program? If so, what was the date of your meeting?	
Have you paid for anything yet?	
How do you plan to fund the portion of expenses that UPAC will not cover?	
Is this program open to all University Park students?	
How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	
How does this event enhance the Penn State experience for students?	
Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)	

What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	
How did you select this year's performing artist/band? Will you need security for this event?	
If you are requesting funding for the purchase of equipment, costumes, or props, you'll need to fill out an up-to-date organization inventory form found on UPAC's Org Central page. Have you filled out the organization inventory form?	
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	
Have your priorities for funding changed?	
Please provide a breakdown of any equipment costs inclusive of the following: the cost of each item, the need for each item requested, and how is it essential to your organization's mission, and the estimated length of life for each item (between 1-4 years)?	

Committee Discussion:
Name:
Name:
Name:

SCT Recommendation:		
Recommendation:		
Amount Funded:		
2 nd By:		
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Item 2. Item 3. Item 4. Etc. 	<ol style="list-style-type: none"> 1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:		

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 12/5/2023

Organization Name: Malaysian students club

Budget(s) to be Reviewed: Program

Committee:	Leadership Team
Committee Chair:	Fiona
UPAC Advisor:	Trevor
Committee Members:	Sam L, Sam A, Cassandra, Shahid, Alex
Minutes Taker(s):	Fiona
SCT Member(s):	Yingxin

Organization Presenter:	
Presenter's Email:	Dmr6470@psu. mii5072@psu.edu

Minutes:

Description of the Budget:	
<p>Malaysian Cultural Night is a non-profit event held by the Malaysian students to promote our very own culture to the local Penn State Community. Before the pandemic, for the past ten years, Malaysian Students Club has successfully organized the annual cultural event, or also known as Malaysian Cultural Night. Thus, we would love to bring back the tradition since Malaysia is slowly getting recognized by the community, we realize that many do not realize that Malaysia is a melting pot of different cultures and races. Therefore, this year, we have decided to share the many cultures and tradition that we, Malaysians celebrate in year at our beloved country - Zapin, Dikir Barat, Sumazau and so much more including our old folklore.</p>	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program? If so, what was the date of your meeting?	Yes
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Out of pocket first and then seek reimbursement. Not for anything in the HUB, just pay the invoice directly
Is this program open to all University Park students?	Yes

How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	Several ways: poster space HUB, social media, toilet paper, global gazette newspaper
How does this event enhance the Penn State experience for students?	Internally it is good for members and their leadership skills. For the community, they will be exposed to new cultures
Do you plan on selling tickets for this event? (How much for UP Students/non-UP students?)	Yes, two types. Students-\$11 Non-Students-15
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	UP students: 250-300 Staff: 50 Community: 20
How did you select this year's performing artist/band? Will you need security for this event?	No. All student performers
If you are requesting funding for the purchase of equipment, costumes, or props, you'll need to fill out an up-to-date organization inventory form found on UPAC's Org Central page. Have you filled out the organization inventory form?	No, they have not kept any previously funded equipment
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	No storage space approved. Will be reaching out to advisor
Have your priorities for funding changed?	Heritage Hall, then from most expensive to least expensive
Why transportation request?	Every event they have to use a car to go the in Malaysian Embassy DC to pick up the traditional clothing, musical instruments and other cultural items for the performance. On the day of the event, they might need to use the car to pick-up last-minute expenses from Walmart.
What is the importance of the costumes and props?	Costumes: One of the main important things for the performance because it is what symbolize and represent the culture Props: Important to exactly represent the scene that we perform on stage
Please provide a breakdown of any equipment costs inclusive of the following: the cost of each item, the need	Traditional Clothing: (3 years) For one of the actors in the performance

<p>for each item requested, and how is it essential to your organization's mission, and the estimated length of life for each item (between 1-4 years)?</p>	<p>Smartphone Gimbal: (4 years) for recording the event. Easier to edit Camera Gimbal: (4 years) used during the event to record and take pictures. It is more professional. Will be posting the recordings Mic over Ear: HUB Rental Mic Wireless: HUB Rental Projector Event Space: HUB Rental Projector Screen: HUB Rental Mic Stand: HUB Rental Hay Stack: (Single Use) Props for the performance Wooden Stick: (Single Use) One of the props Water Colors: (Single Use) To prepare props Mahjong Paper: (Single Use) For booth and props Paintbrushes: (Single Use) Props Bows: (3 years) Costume for one of the actors Lace Gloves: (3 years) Costume Lace Hair accessories: (3 Years) Costumes</p>
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Committee Discussion:	
<p>Chair: I think this budget is a very cultural appreciative environment. I think it fosters a lot of opportunities to engage with other cultures, amongst their peers and what they're interested in, and it's a great opportunity for members within their organization to feel appreciated and more involved on campus.</p>	
<p>CM: Cultural nights are always important for international students because it allows them to feel more at home at Penn State and allows for students at University Park to engage with and learn about Malaysian culture.</p>	
<p>CM: It is always great to see more DEI events on campus, and I am glad we clarified up the confusions with the equipment. This budget seems very fun and welcoming, I am excited to see how well this program will perform.</p>	

SCT Recommendation:		
Recommendation:	SCT recommends funding in the amount of \$1,418	
Amount Funded:	\$1,418	
2 nd By:	Alex	
Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. Gas 2. Car 3. Lace Gloves 4. Bows 	<ol style="list-style-type: none"> 1. \$0 2. \$0 3. \$0 4. \$0

	5. Traditional Clothing	5. \$0
	6. Smartphone Gimbal	6. \$0
	7. Camera Gimbal	7. \$0
	8. Lace Hair Accessories	8. \$0
Vote:	5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote: