

UPAC Allocation Night Minutes

Date: 08/29/23

Organization Name: Chinese Students and Scholars Association

Budget(s) to be Reviewed: Mid-autumn Festival Gala 2023 (Program)

Committee:	PAT
Committee Chair:	Sam L
UPAC Advisor:	Trevor
Committee Members:	Shahid, Shayla, Fred, Tom, Elonie, Aidan
Minutes Taker(s):	Shahid, Fred
SCT Member(s):	Alex

Organization Presenter:	JiaWen Gao
Presenter's Email:	jbg5909@psu.edu

Minutes:

Description of the Budget:	
Chinese Student and Scholars Association (C.S.S.A.) strives to promote cultural exchange, friendship, and mutual understanding between its members and the public. Mid-autumn Gala is one of the biggest annual programs hosted by PSU C.S.S.A. at Penn State. The event will consist of talented students, individual performers, student organizations, and special guest performers. All students are welcome to attend this event and the purpose of this program is to spread diversity, increase cultural competency, and enrich students' lives.	
Questions from the Committee:	Responses from the Presenter:
Have you paid for anything or committed yourself financially to any expenses in your request? If so, which ones?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Use CSSA's fund in the ASA account
Is this program open to all University Park students?	Yes
How do you plan to advertise your event?	CSSA will have a table in Student Hub Center with big posters to advertise this activity to any students who pass by, and if they are interested,

	they can have free tickets right there. Social media platforms as well, wechat and instagram.
How does this event enhance the Penn State experience for students?	Chinese Student and Scholars Association (C.S.S.A.) strives to promote cultural exchange, friendship, and mutual understanding between its members and the public. Mid-autumn Gala is one of the biggest annual programs hosted by PSU C.S.S.A. at Penn State. The event will consist of talented students, individual performers, student organizations, and special guest performers. All students are welcome to attend this event and the purpose of this program is to spread diversity, increase cultural competency, and enrich students' lives.
Do you plan to ticket your event? How much will tickets be for UP students/non-students?	There are no ticket fees
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	UP students: 600-700, Faculty/staff: 20, Community: 40
Are you currently in talks with someone who will be speaking at the event? Will you need security for this event?	We will need security for this event because there will be a guest speaker or performer.
Have your priorities for funding changed?	No
What is the agenda for your event?	We will inform the participants about the significance of the event and then we will have the performances by performers.

Committee Discussion:
<p>SCT: I think this is a great budget, like I say with any international culturally focused programs, I think it's great that people get to feel home away from home here at Penn State. It's great to see people come back year after year.</p> <p>SCT 2: One of the most culturally important events in China and bringing it to Penn State makes people feel included in the community we foster here.</p> <p>C1: I would probably go to this event. I had some questions about the speaker.</p> <p>C2: I believe that it is a reasonable and straightforward budget and that it is good that it is fee free and open to everyone and it is important culturally for the Chinese community here.</p>

SCT Recommendation:		
Recommendation:	Partial Funding in the total amount of: \$20,449.55 (see complete breakdown below) <i>90% of total facility/program cost</i> <i>-Facility rental: Eisenhower auditorium (\$22,721.72)</i>	
Amount Funded:	\$20,449.54	
2 nd By:	Tom	
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:	6-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 08/29/23

Organization Name: Society for the Advancement of Chicanxs and Native Americans in Science Chapter at Penn State

Budget(s) to be Reviewed: Mexico's Independence Day 9/9 (Program)

Committee:	PAT
Committee Chair:	Sam L
UPAC Advisor:	Trevor, Jayla
Committee Members:	Fred, Shahid, Shayla, Aidan, Thomas
Minutes Taker(s):	Shahid, Fred
SCT Member(s):	Jacob / Liam

Organization Presenter:	Mayra Solis
Presenter's Email:	mls7005@psu.edu

Minutes:

Description of the Budget:	
This day is dedicated to teaching others about how Mexico obtained its independence from Spain. Music, art, and story telling will be showcased at Plaza Mexican Bar and Grill. The event will be open to all faculty, students, and staff at Penn State University. Fruit snacks will be provided and food will be available for purchase. The event will include music for those who wish to dance and enjoy a bit of a Mexican culture in State College.	
Questions from the Committee:	Responses from the Presenter:
Have you paid for anything or committed yourself financially to any expenses in your request? If so, which ones?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	We plan on hosting a fundraiser selling goods to students, faculty, staff, and community members.
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?	To effectively market and advertise Mexico's Independence Day event to all University Park students, a comprehensive and targeted

approach can be employed. Here are some strategies that can be utilized: 1. Multi-channel promotion: Utilize various communication channels to reach a wide range of students. This can include email newsletters, social media platforms (such as Facebook, Twitter, and Instagram), university websites, bulletin boards, and digital signage across campus. A consistent and coordinated message across these channels will help generate awareness and interest. 2. Collaborate with student organizations: Engage with student organizations that have a focus on cultural diversity, international affairs, or specific ethnic groups, such as Latin American student associations. Partnering with these groups can help spread the word about the event through their existing networks and channels. 3. Campus-wide announcements: Leverage existing communication platforms on campus to make announcements about the event. This can include making announcements during classes, posting flyers in common areas like libraries, cafeterias, and residence halls, and displaying digital advertisements on screens throughout campus. 4. Personalized invitations: Reach out to faculty members, student leaders, and influential individuals within the university community, and personally invite them to the event. This can help generate enthusiasm and encourage these individuals to spread the word among their networks. 5. Engaging content and visuals: Develop eye-catching posters, videos, and graphics that highlight the vibrant aspects of Mexican culture and the event itself. Visuals that evoke excitement, showcase traditional costumes, food, music, and dance can capture attention and generate curiosity among students. By implementing these marketing and advertising strategies, the Mexico's Independence Day event can reach a diverse range of University Park students, generate excitement, and maximize participation.

- Haven't posted on orgcentral yet

<p>If the event is open to all students and taking place off-campus, how do you plan to accommodate transportation for students not in your organization who may want to attend the event?</p>	<p>We do not plan to provide transportation, individuals will have to get themselves to the event.</p>
<p>How does this event enhance the Penn State experience for students?</p>	<p>Mexico's Independence Day event at University Park enhances student life and the out-of-class or co-curricular experience in several ways. Firstly, it provides a unique opportunity for students to celebrate and engage with Mexican culture, fostering a sense of inclusivity and diversity on campus. The event often features traditional music, dance performances, authentic cuisine, and cultural exhibitions, creating a vibrant atmosphere that exposes students to new experiences and perspectives. Participating in these festivities allows students to gain a deeper understanding and appreciation for Mexican history and traditions, promoting cross-cultural awareness and understanding. Moreover, the Independence Day event serves as a platform for students to actively engage in the planning and organization process. Student organizations and clubs often collaborate with the university to organize the event, allowing them to develop leadership, teamwork, and event management skills. This hands-on involvement enables students to apply their classroom knowledge in a practical setting, enhancing their personal and professional development. It also fosters a sense of community and camaraderie among the student body, as they work together to create a memorable celebration. Furthermore, the event serves as a catalyst for social interaction and networking. Students from different backgrounds and disciplines come together to celebrate Mexico's Independence Day, providing an opportunity for meaningful connections and friendships to be formed. This cross-pollination of ideas and cultures enriches the overall university experience, creating a dynamic and inclusive environment that encourages collaboration and learning outside of the</p>

	classroom. In conclusion, Mexico's Independence Day event at University Park enhances student life and the out-of-class or co-curricular experience by promoting cultural awareness, offering hands-on involvement in event planning, and fostering social interaction and networking. It serves as a platform for students to celebrate diversity, develop valuable skills, and forge meaningful connections, ultimately contributing to a well-rounded university experience.
Do you plan to ticket your event? How much will tickets be for UP students/non-students?	No ticket fee
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	(UP students: 50, Faculty/staff: 50) Around 150 people total.
How did you select this year's performing artist/DJ and have they performed at Penn State before? What role does "Soul Central" have in this program?	We selected this DJ because he performed in the summer as well and many members enjoyed his performance and wanted him back, and soul central helps to staff and organize the event such as with ushering
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?	Yes
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	Applied for storage but do not know how to get storage location
Have you 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)?	Allocated but not spent in Summer, speaker

Committee Discussion:

SCT 1: As a whole, this is a perfectly reasonable request, everything they're asking for is generally fair. Some of the pricing is questionable, but I recommend funding to cap.

SCT2: It all seems fundable, albeit watching out for caps, and I wish there was transportation to the event but overall, it seems it is a good event and should be funded to cap.

C1: It seems like a solid budget. It's not impossible to get to the location without a vehicle.

C2: It sounds like a great event, sounds like an event that I would go to.

SCT Recommendation:		
Recommendation:	Partial Funding in the total amount of: \$ 7,677.45 (see complete breakdown below) <i>-Performing Artist: Full Fund (\$4,749)</i> DJ Jorge Arroyo = \$4,499 Soul Central = \$250 <i>-Artist Travel expenses – airfare (\$2,398.46)</i> <i>-Artist Lodging expenses – hotel (\$300 – cap is \$150/night)</i> <i>-Equipment & Additional (\$229.99)</i> Speaker (\$229.99) -	
Amount Funded:	\$7,677.45	
2 nd By:	Tom	
Equipment Breakdown (If needed)	1. Item 2. Item 3. Item 4. Etc.	1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:	6-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 08/29/23

Organization Name: Indian Culture and Language Club & JaDhoom

Budget(s) to be Reviewed: Navratri 2023 (Program)

Committee:	PAT
Committee Chair:	Sam L
UPAC Advisor:	Trevor
Committee Members:	Fred, Shahid, Shayla, Ayden, Tom, Aidan, Elonie
Minutes Taker(s):	Fred, Shahid
SCT Member(s):	Jacob / Liam

Organization Presenter:	ICLC: Lavya Lakhia JaDhoom: Ishani Tewari
Presenter's Email:	ICLC: lkl5374@psu.edu JaDhoom: idt5026@psu.edu

Minutes:

Description of the Budget:	
<p>To celebrate the auspicious occasion of Navratri, ICLC PSU welcomes everyone for a spectacular night of cultural extravaganza symbolizing the purest form of Indian culture through Garba, Dandiya & Raas! The evening will have several performances followed by Indian delicacies and refreshments, and lastly a Bollywood Hour by a DJ.</p>	
Schedule: Before 7 PM - Artist Setup and Preparation 7 PM- Doors Open 7:30- 8:30-Garba 8:30-8:40 - Dance performance 8:40-9:30 - RAAS 9:30-9:40 - Dance Performance 9:40-10:30 -Dandiya 10:30-12:00 - Bollywood Hour 12:00-1:30 - Clean Up	
Questions from the Committee:	Responses from the Presenter:
Have you paid for anything or committed yourself financially to any expenses in your request? If so, which ones?	No

How do you plan to fund the portion of expenses that UPAC will not cover?	We plan on covering this cost by making sure to fundraise a sufficient amount. This is done by having different fundraising initiatives that we will take before and during our Garba event. We also have sufficient funds in our ASA account to cover the remaining amount collectively. Since we are collaborating with JaDhoom, half of the expense will be covered by each of the orgs.
Is this program open to all University Park students?	Yes
How do you plan to advertise your event?	We plan on marketing this event through setting up HUB tables to let students know that this is open all students at Penn State. We also have a big social media presence so we will be promoting Garba on our respective Social Media pages as well.
How does this event enhance the Penn State experience for students?	Since ICLC is the Indian Culture and Language Club, we hope to promote Indian culture throughout Penn State and hope to teach students of different backgrounds about Indian culture and since Garba is an important cultural event in India, we would love to have it here.
Do you plan to ticket your event? How much will tickets be for UP students/non-students?	No
What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?	UP students: 400, Faculty/staff: 50, Community: 100
How did you select this year's performing artist/band? Will you need security for this event?	We will need security most likely. We've been doing this kind of event for several years and have a good relationship with this year's act.
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?	Not yet
Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?	Not a lot of storage, this event will only be one-day; the artist sets up one day and cleaned up by the next.
Have you priorities for funding changed?	No

<p>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)?</p>	<ol style="list-style-type: none"> 1. Decorations for Stage & Photobooth- We want to invest in good decorations that will last through the years. (2 years) 2. Golden Cloth – Colors are vibrant and contribute to decoration (2 years) 3. Yellow Bulb Electric Lights- Lights add to the atmosphere of event (3 years) 4. Fairy Lights – decoration (3 years) 5. Decorative Umbrella- decoration (2 years) 6. Tapestry – decoration (2 years) 7. Decorative Hanging Garlands – decoration (2 years) 8. Golden Lanterns- decoration (1 year)
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<p>Committee Discussion:</p>
<p>SCT: I think it is great to see these two orgs collab with each other and I believe the work they do is great, and I wish the best of luck.</p> <p>SCT: I think it's going to be a great event both culturally, even though it is one specific part of that country, it still brings that here, and the food that they bring is conducive to a warm atmosphere overall.</p> <p>C1: I would say that you could they were very passionate about it, I am only concerned about the off-campus storage mentioned.</p> <p>C2: Someone who has gone to these events and knows the significance of them, it's an atmosphere different from the typical Penn State day in the life that is culturally significant and important.</p>

<p>SCT Recommendation:</p>	
<p>Recommendation:</p>	<p>Full Funding to Cap in the total amount of: \$ 16,553.36 (see complete breakdown below)</p> <p>Covered by JaDhoom:</p> <p><i>-Performing Artist: Navrati band (\$4,500.90 - 90% of \$5,001)</i></p> <p>Covered by ICLC: \$12,052.46</p> <p><i>-Facility Rental expenses – Alumni Hall & required equipment (\$11,803.00 total)</i></p>

	<p><i>-Equipment & Additional Expenses (\$249.46 out of \$323.62 total) cant fund \$74.16 (10% policy)</i></p> <p>Golden cloth x2 (\$39.20) Yellow bulb electric lights x4 (\$55.96) Fairy lights x2 (\$23.98) Decorative Umbrella (10 per pack) (\$68.99) Tapestry(\$11.99) Decorative hanging Garlands x2 (\$35.98) Golden lanterns x4 (\$87.52)</p> <p><i>-Food and Food-related Expenses (\$0) cannot fund food</i></p>	
Amount Funded:	ICLC: \$12,052.46 JaDhoom: \$4,500.90	
2 nd By:	ICLC: Tom JaDhoom: Fred	
Equipment Breakdown (If needed)	1. Food 2. Golden Lanterns 3. Item 4. Etc.	1. \$0 2. \$13.36 3. \$XXX 4. Etc.
Vote:	6-0	

Additional Recommendations:

Recommendation:

Comments:

Vote: