

Write your club's name in the box below

Base Budget Request

MSA

Base Budget Request

Please enter the dollar amount in the categories (line items) below to show the Student Government Association how your club/organization will use their funding. On an attached sheet, please explain each request in further detail.

The attached sheet is a requirement to receive funding. Check the SGA Finance Bylaws for SGA Budgeting Restrictions.

Category (Line Item)	Amount Requested
Coaching, Directing, Instructional Fees	\$
Membership, League Fees	\$
Conferences, Seminars, Workshops	\$
Entertainment, Exhibitions, Shows, Performances	\$
Recognition, Awards, Plaques, Flowers, Honoraria	\$
Refreshments	\$ 2940
Speakers	\$ 500
Travel	\$ 1,504
Other (include supplies)	\$ 410
	+
Total Amount Requested	\$ 5,354

MSA Base Budget Request

Refreshments: \$2,940

Cultural Dinner: This year the MSA would like to add a new event to the list of events that we host throughout the year. The MSA would like to host a cultural dinner for the campus community to showcase the diversity of both Islam, and our campus. For this event we plan on having an event with food from some of the different cultures of Islam to showcase the diversity of Islam, while also promoting a discussion regarding these different cultures. For this event we would like to have it catered by an organization we have catered from in the past. This comes to be about \$9.80 per person for Sodexo's, and the restaurant's fees. We need to cater from an outside organization due Islamic guidelines. We plan to have 50 people attend at \$9.80 for a total of \$490 (quotes from a dinner from this year using the same restaurant are included: Item A-B).

Islam Awareness Week Dinner: \$2,450- Each year, during our Islam Awareness Week, we host a dinner open to the campus. This dinner each year has a different theme; the dinner this year was title Comedy For A Cause. At this event we bring in speakers, comedians or spoken word artists to discuss the topic of the evening. This event typically fills Memorial Hall's Constitution Room, which has a capacity of 250, with students, and members of the local community. Due to dietary restrictions in Islam, we have to have food catered by an outside restaurant that can prepare the food in a Halal manner. This year's dinner cost \$1,200 for the catering; we had 250 people at a cost of \$4.80 per person for a total of \$1,200. Then we were charged a \$5 per person catering fee by food services for catering from an outside organization, for a cost of \$1,250. This brings our total for the dinner to \$2,450 (quotes from this year's dinner are included: Items A-B).

Speakers: \$500

Islam Awareness Week: \$500- Every spring the MSA hosts an Islam Awareness Week; throughout this week we present Islam to the campus community through various events. We typically like to end this our Islam Awareness week with a dinner and some entertainment revolving around Islam. In the past years we had both speakers and entertainers at our dinner. The speakers, and entertainers for the event vary from, poets, comedians or motivational, and scholarly speakers to provide a learning experience about the Islamic religion. From our previous events, and our contact with different local entertainers/speakers, the expected cost for an entertainer/speaker is \$500.

Travel: \$1,504

MSA East Zone Conference: \$1,504 - The conference that the CCSU Muslim Student Association attends each year is the MSA National East Zone Conference. This conference provides MSA with an opportunity to expand their knowledge of Islam;

knowledge that can be brought back to help further educate the campus about Islam. Each year, the Muslim Students Association National division chooses a different school to host its East Zone conference. Previous locations that we have attended include: Washington, DC and Raleigh NC. This conference is beneficial to the MSA because of the nature of the speakers and the topics presented at the event. The conference addresses important topics that Muslims in college experience on a day-to-day basis, such as dealing with racism. Part of our mission statement involves presenting Islam to the people of other faiths and cultures. Attending this conference would allow increase our knowledge and present more accurate information to the campus community.

This past year we were unable to attend the conference because it was cancelled by the organization that hosts it. Two years ago the conference was held in Washington D.C., and last year's the conference was located in Raleigh, North Carolina. For the Washington conference were able to carpool to the conference and save on transportation costs. We attempted to do the same last year, however, due to safety concerns regarding the distance and overall length of the conference we were unable to carpool this year. The requested \$1,500 would help offset some of the costs involved with transportation to the conference. Last year, 6 people attended the conference and traveled by bus to Raleigh. The cost per person by bus was \$206, that is a total cost of \$1240(with taxes). For the upcoming year we plan on taking 10 people to the conference, transporting them by bus, for a total of \$1504 (quotes for various modes of transportation are included: Items C-E); this does not include any tax, or ground transportation (between the hotel and the bus station). Money collected from students attending the conference will help offset the remaining bus and ground transportation costs, and lodging costs.

Other (include supplies): \$410

Be A Muslim For A Day Supplies: \$330 - For the past several years, the MSA has been hosting an event titled: Be A Muslim For A Day. Throughout this event, we try to promote a dialogue regarding what being a Muslim means by providing students with the opportunity to experience what it is like to wear a Hijab, and Kufi (head covering worn by males and females in Islam). Each year this event is well received by students on campus and we usually run out of the Hijabs and Kufis very quickly. Each year we purchase approximately 20 of each item, this year we would like to increase this number to 30 of each. Based on the costs from this year, each Hijab costs \$8 and each Kufi costs \$3 (copy of invoice from this year shows the cost of each item: Item F). We are requesting a total of \$330 for Be A Muslim For A Day Supplies.

Banner: \$45 - Throughout the semester, the MSA has several tabling, and fundraising events in order to raise Islamic Awareness. One example of this is our use of Student Center Lobby Tables during our Islam Awareness Week. Throughout this week, we have several events in the Student Center Lobby; a banner would help

identify the club. In addition, we attend several different conferences, and classes hosted by our sister organization: MSA CT Council. At these events we represent the CCSU MSA, a banner would help identify us, and increase support for the CCSU MSA. We are requesting \$45 for a banner to be reused in the upcoming years; this is based on 2 quotes that were found online (quotes included: Items H-I).

Club Information

Name of Club/Organization: Muslim Student Association

SGA Account #: SG 9280

Estimated Number of Members: 40+

Mission Statement:

To create friendly relations between the Muslim and non-Muslim students on campus and to present Islam to the people of other faiths and cultures.

Club President Name: Abdallah Alsagri

Club President Signature: [Signature] Date: 3/3/2014

Phone #: (860) 951-5326 Email: alsagri.a@my.ccsu.edu

Club Treasurer Name: Hytham Bishkawi

Club Treasurer Signature: [Signature] Date: 3/3/2014

Phone #: (860) 478-8847 Email: bishkawi.h@my.ccsu.edu

SA/LD Program Advisor Name: Elizabeth DeGrandpre

SA/LD Program Advisor Signature: [Signature] Date: 3/3/14

Current SGA Liaison Name: Alyssa Testa

Current SGA Liaison Signature: [Signature] Date: 3/3/2014

Financial Request Checklist

The following checklist was created to help CCSU Clubs and Organizations create budget requests to the Student Government Association. Please fill out the checklist and have the club President or Treasurer sign the bottom.

If you have any questions, please feel free to contact the SGA at SGAFinance@ccsu.edu or your SGA Club Liaison.

Club Information Sheet

- Organization Name
- SG Account Number
- Estimated Full Time Members
- Club Objective/Mission Statement
- President's Name/Signature/ Phone Number/Email Address
- Treasurer's Name/Signature/ Phone Number/Email Address
- Current SGA Liaison's Name/Signature
- Current SA/LD Program Advisor's Name/Signature

Base Budget Request

- Accurate dollar amount in each line item of the category chart
- Accurate total amount being requested

Attached Document

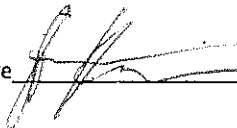
- Each line item you are requesting (Ex: Coaching, Entertainment, Refreshments, etc...)
- Breakdown of expenses in each line item
 - o Explanation of what the money is being used for (Ex: to see the Broadway show *Wicked*)
 - o How and where you got quotes (Ex.: Found ticket prices online at broadway.com)
 - o Calculations of expenses (E.g.: 35 students x \$70 tickets = \$2,450; 35 students x \$20 out of pocket = \$700; \$2,450 ticket cost - \$700 contribution = \$1750 requested from the SGA)
 - o Explanation of how each part of your request complies with your club's mission statement and will impact the CCSU Community (E.g.: The Musical Theatre Club would benefit from seeing this show, as it is a great example of turning literature into a musical. All CCSU students are able to purchase tickets at the CENTIX box office. We hope this trip will cultivate an appreciation for musical theater and recruit members to our club.)
- Minutes (notes/decisions) from a club meeting where your base budget request was voted on and approved. (For more information on taking minutes, go to the SA/LD page on ccsu.collegiatelink.net)

I have read the checklist and filled it out to the best of my ability.

Print Name

Abdallah Alsagari

Signature



Date

3/31/2014

Sahara Restaurant and Cafe

1525 Stanley Street,
New Britain, CT 06050
Phone 860-223-1200

Item A

INVOICE

INVOICE #568405
DATE: 2/27/2014

TO:

Abdallah Alsaqri
Muslim Student Association
Central Connecticut State University
1615 Stanley Street,
New Britain, CT 06050

FOR:

Comedy For A Cause Dinner

DESCRIPTION	AMOUNT
Chicken Kabob for 250 people	250 people
Salad for 250 people	250 people
Rice for 250 people	250 people
Falafel for 250 people	250 people
\$4.80 per person	
250 people	
Total:	\$1200

Make all checks payable to Sahara Restaurant and Cafe

THANK YOU FOR YOUR BUSINESS!

Item B

Central Connecticut State University Food Service - Catering Serv Service Order

Service:	1217821	Client	Res ID:	182955
Service:	CS-Scheduled (250) (200-g)	Abdallah Alsaqri 860-951-5326		
Date:	3/9/2014 Sun	Muslim Students Association		
Service Time:	5:00 PM 9:00 PM	SALD Mailbox #MS4563		
Location:	MH MH Constitution			
Setup:	Banquet (250)			
Event:	Muslim Student Association Comedy & Dinner			
Event Type:	F/S Dinner	Billing Reference:	SG9280-713100	
Event Time:	5:00 PM 9:00 PM	Note:		
Event Coordinator:	Isamar Rodriguez	Status:	Pending	

Quantity	Description	Unit Price	Amount
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*	1	ORDER INFORMATION -----	\$0.00	\$0.00
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CLIENT/PHONE: Abdallah Alsaqri /860-951-5326
 SERVING LOCATION: Constitution Room
 FUNCTION TYPE: See Notes Below
 SETUP: TableWare: Paper
 Utensils: - Plastic
 Linen: Cloth
 Catering Rep: Lori Backus
 Order Date: 1/3/14
 #####
 CHECK ACCESS TO ELEVATOR FOR GUESTS!!!

*	200	DINNER (Per Person Priced)	\$6.25	\$1,250.00
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Item - Priced per Person

 Doors Open at 5:00 pm
 Entertainers Before and After Dinner- Need to Leave Space in Front of Room

 Dinner at 5:45 pm
 Sahara Restaurant at Deliver the Following Items at 4:00 pm
 We Need to reheat and serve:

 Chicken Kabob
 Rice
 Falafel
 Salad

 Provided by Sodexo:
 Lemonade, Iced Tea, Ice Water
 Coffee, Tea, Decaf
 Blue or White Linens
 All Paper Products, Utensils and Serving Equipment

1	Food & Tax Justification for Campus:		\$0.00	\$0.00
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Purpose of Function?: dinner and comedy for MSA students and guests

 Who Will Attend (students,visitors, parents, etc.): students and community

* Indicates item changed within 0 day(s)

Item B

Central Connecticut State University
Food Service - Catering Serv Service Order

Service:	1217821	Client	Res ID:	182955
Service:	CS-Scheduled (250) (200-g)	Abdallah Alsaqri 860-951-5326		
Date:	3/9/2014 Sun	Muslim Students Association		

Is the organization reimbursed, in whole or in part, by donation or otherwise, for its payment of the food & beverages being consumed?
NO This Event is "Exempt Under CERT-123" from Connecticut State Sale Tax. Original on file in CCSU Business Office.

Total \$1,250.00

* Indicates item changed within 0 day(s)



ENGLISH [ESPAÑOL](#)



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SELECT A DEPARTURE: THURSDAY, APRIL 03, 2014

[Need Help?](#)

Departure: Hartford, CT
Arrival: Raleigh, NC

Departing	Arriving	Travel Time	Transfers	ADVANCED PURCHASE	WEB ONLY FARE	STANDARD FARE	REFUNDABLE
12:01 AM Thu, 04/03 + SCHEDULE DETAILS	06:55 PM Thu, 04/03	18H, 54M	2	<input type="radio"/> \$154.00	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00
07:30 AM Thu, 04/03 + SCHEDULE DETAILS	11:05 PM Thu, 04/03	15H, 35M	3	N/A	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00
11:30 AM Thu, 04/03 + SCHEDULE DETAILS	02:50 AM Fri, 04/04	15H, 20M	3	N/A	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00
05:00 PM Thu, 04/03 + SCHEDULE DETAILS	07:00 AM Fri, 04/04	14H, 0M 	2	<input type="radio"/> \$154.00	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00
06:30 PM Thu, 04/03 + SCHEDULE DETAILS	09:40 AM Fri, 04/04	15H, 10M	1	<input checked="" type="radio"/> \$154.00	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00
08:00 PM Thu, 04/03 + SCHEDULE DETAILS	02:10 PM Fri, 04/04	18H, 10M	2	<input type="radio"/> \$154.00	<input type="radio"/> \$229.50 ¹	<input type="radio"/> \$270.00	<input type="radio"/> \$300.00

SELECT A RETURN: MONDAY, APRIL 07, 2014

[Need Help?](#)

Departure: Raleigh, NC
Arrival: Hartford, CT

Departing	Arriving	Travel Time	Transfers	ADVANCED PURCHASE	WEB ONLY FARE	STANDARD FARE	REFUNDABLE
03:25 AM Mon, 04/07 + SCHEDULE DETAILS	06:45 PM Mon, 04/07	15H, 20M	2	<input checked="" type="radio"/> INCLUDED	INCLUDED	INCLUDED	INCLUDED
04:40 AM Mon, 04/07 + SCHEDULE DETAILS	09:00 PM Mon, 04/07	16H, 20M	2	<input type="radio"/> INCLUDED	INCLUDED	INCLUDED	INCLUDED
12:35 PM Mon, 04/07	06:20 AM Tue, 04/08	17H, 45M	2	<input type="radio"/> INCLUDED	INCLUDED	INCLUDED	INCLUDED

Item C

+ SCHEDULE DETAILS

08:00 PM Mon, 04/07	11:00 AM Tue, 04/08	15H, 0M	2	<input type="radio"/> INCLUDED INCLUDED INCLUDED INCLUDED
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+ SCHEDULE DETAILS

09:15 PM Mon, 04/07	11:59 AM Tue, 04/08	14H, 44M	2	<input type="radio"/> INCLUDED INCLUDED INCLUDED INCLUDED
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+ SCHEDULE DETAILS

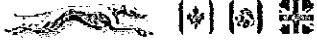
11:30 PM Mon, 04/07	03:45 PM Tue, 04/08	16H, 15M 	2	<input type="radio"/> INCLUDED INCLUDED INCLUDED INCLUDED
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+ SCHEDULE DETAILS

 Express Reservation

All schedule times are based on local time zones.

¹ Online Discount Applied



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Price displayed in: USD

Review Trip Details and Book



You're on the final step. Only a few more minutes to finish!



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Act fast: Only 2 tickets left at this price!

Flight Details

Congratulations ! You got the best price. We guarantee it. Free Cancellations

US Airways Flight 4210 <u>DH8</u>		New Haven (HVN) Philadelphia (PHL)	06:30pm - 03Apr, Thu 07:45pm - 03Apr, Thu	Nonstop Coach
Operated by US AIRWAYS EXPRESS-PIEDMONT AIRLINES				
US Airways Flight 1948 <u>E90</u>		Philadelphia (PHL) Raleigh/Durham (RDU)	10:50pm - 03Apr, Thu 12:11am - 04Apr, Fri	Nonstop Coach
This is a nearby airport.				
Flight Duration : 2hr 36min	Layover Duration : 3hr 5min	Total Trip Time : 5hr 41min		



US Airways Flight 2018 <u>E90</u>		Raleigh/Durham (RDU) Philadelphia (PHL)	08:56am - 06Apr, Sun 08:22am - 06Apr, Sun	Nonstop Coach
US Airways Flight 4182 <u>DH8</u>		Philadelphia (PHL) New Haven (HVN)	12:05pm - 06Apr, Sun 01:09pm - 06Apr, Sun	Nonstop Coach
Operated by US AIRWAYS EXPRESS-PIEDMONT AIRLINES				
This is a nearby airport.				
Flight Duration : 2hr 30min	Layover Duration : 3hr 43min	Total Trip Time : 6hr 13min		

[Fare rules](#) [Baggage fees](#)

Traveler Details

Already a member?

Enter traveler details below:

Traveler	First Name: *	Middle Name:	Last Name: *	Date of Birth: *	Gender: *
1 (Adult )	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>
2 (Adult )	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>

Rules require all travelers to provide their full name, date of birth that match exactly with the Passport or Government issued photo ID. [FAQs / Privacy Policy](#)

[+] Additional Requests: (Optional: Frequent Flyer and other special requests)

Travel Protection (Recommended)

Secure your investment	Coverage Includes:	
Receive Trip Cancellation & Interruption benefits up to \$100,000 For Covered Reasons.	Trip Cancellation	Trip Interruption
24 Hour emergency assistance service is included with insurance purchase.	Trip Delay	Baggage Delay


Yes, add travel protection. View Description of Coverage for terms and conditions.

No, I wish to decline travel protection and emergency assistance service.

Price Details (USD)

2 Adults

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TESTED 02-MAR

CheapOair has passed McAfee SECURE's daily security scan

Your booking is SSL secured & encrypted by VeriSign

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Base Price:	\$225.99
Taxes & Fees:	\$44.01
Trip Protection Insurance:	Declined
Total Price (Per person):	\$270.00
Promo Code	
Old Price	\$540.00
Booking Bonus:	
Total Discount	-\$22.00
New Total Price:	\$518.00

Please note: All fares are quoted in (USD).

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Card Holder's Name:* (As it appears on your credit card)

Expiration Date:* / (Year) (Please ensure your expiration date is correct)

Card Verification Number:* 3 digit number from your card

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Billing Details

Credit Card Billing Address:

US/Canada Other countries besides US/Canada Billing Address

Street:*

City:* (example: New York)

State:*

Zip:*

Country:*

Contact Information :

Billing Phone:*

Mobile Phone:

Email:*

Retype Email:*

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YOUR ITINERARY

[CLEAR CART](#)

\$204.00 USD

Thursday, April 3, 2014

Hartford to New Haven

7:45 am - 8:35 am
0 hr, 50 min

495 Shuttle (Amenities)

1 Reserved Coach Seat

Thursday, April 3, 2014

New Haven to New York

8:43 am - 10:20 am
1 hr, 37 min

95 Northeast Regional (Amenities)

1 Reserved Coach Seat

Thursday, April 3, 2014

New York to Raleigh

11:02 am - 8:57 pm
9 hr, 55 min

91 Silver Star (Amenities)

1 Reserved Coach Seat

VALUE

1 Adult	\$102.00
1 Reserved Coach Seat	included
Subtotal	\$102.00

Friday, April 11, 2014

Raleigh to New York

8:54 am - 7:18 pm
10 hr, 24 min

92 Silver Star (Amenities)

1 Reserved Coach Seat

Friday, April 11, 2014

New York to Hartford

8:57 pm - 11:38 pm
2 hr, 41 min

136 Northeast Regional (Amenities)

1 Reserved Coach Seat

VALUE

1 Adult	\$102.00
1 Reserved Coach Seat	included
Subtotal	\$102.00

Terms & Conditions **Total \$204.00**

Fares are not guaranteed until we provide you with a reservation confirmation.

PASSENGER INFORMATION

Log In

If you already have an Amtrak.com user profile, log in here. If you don't have a user profile, continue as a guest by completing the information in the next section.

E-mail Address

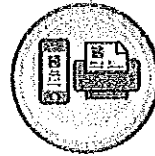
Password

[Login](#)

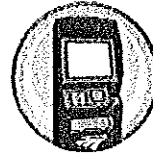
[Forgot password?](#)

Guest (continue without login)

How do you want to receive your ticket?



eTicket
by e-mail (free)



Quik-Trak
at station (free)



Ticket agent
at station (free)

* required

Title First Name* Last Name* [Amtrak Guest Rewards #](#)

Adult

Primary Passenger Contact Information

Please enter at least one phone number where you can be reached in case of issues regarding your reservation. If your phone number(s) are outside the US or Canada, please select "International" as the phone type.

Primary Phone Number*

[Sample Phone Format](#)

Extension

Type*

Mobile Phone Number

E-Mail Address*

Confirm E-Mail*

Additional E-mail

Sign Up for Delay Alerts

Sign up to receive one-time train status, service disruption and delay alerts sent by e-mail or text message. Text messages can only be sent to US mobile phone numbers. Alerts will be sent for this reservation only. [Learn more about this program.](#)

How long prior to scheduled departure would you like to be notified?

If your train's travel duration is under 3 hours, we recommend you select 30 or 45 minutes.

Highly Recommended: Add Overnight Travel Protection

Item H

TV/Radio Promo Code? 250 Premium Business Cards for \$10



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ALL PRODUCTS BUSINESS CARDS WEBSITES MARKETING PRODUCTS INVITATIONS & STATIONERY CLOTHING SPECIALS

My Shopping Cart

My Products	Quantity	Price
 <p>Banners - Large CCSU</p> <p>15 oz. Outdoor Vinyl</p> <p>Larger Preview Edit Remove Edit Options</p>	1	<p>\$45.00 \$33.74 You Saved 25%</p> <p>\$9.00 \$6.74 You Saved 25%</p> <p>Subtotal \$40.48</p>
<p>Remove Edit Options</p>	1	<p>\$2.00 FREE</p> <p>Subtotal FREE</p>

Ready to Checkout?
Take advantage of these great savings before it's too late.

Checkout

Your code was applied successfully.		
Promotion: Savings on select products starting at 25% off.		
Promo Code:		
VPTOPDEALS	Apply	
Only one code may be used per order.		
	Original Price	You Pay
Product Total:	\$56.00	\$40.48
You Saved \$15.52!		
Discounts: \$2.00 Promotional savings will be calculated after shipping information is entered.		

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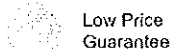
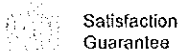
Please make sure you have proofed your item(s) carefully. Once checkout has been completed, we are unable to make any changes.

You will be able to select your shipping method and enter any credit codes during the checkout process.

English

Español

SHOP WITH CONFIDENCE • Over 15 million already do.



Item I



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