



Student Government Association
2020-2021 Conference Budget Proposal

Please use this form to submit your organization's conference budget

Visit us at www.longwoodsga.com/sfc
 to review the SFC BYLAWS and view past budgets

SAMPLE

ORGANIZATION NAME: The Birdwatchers Club

COHORT DESIGNATION: Interest Group

Title of Conference: National Birders Conference 2021

Date of Conference: March 11-14 2021

Location of Conference: Orlando, Florida

Duration of Conference: 4 days

Means of travel: Air & Uber type of transportation

Number of Student Attending: 4

**note that bylaws allow for each organization to send up to 4 members to a conference every other year. Special circumstances may apply.*

Additional Comments

The Birdwatchers Club is interested in attending the National Birdwatchers Conference. This conference is known as the "best in the country" for both scientists in the field and the novice bird watcher.

Break Down of Charges

| # | Item | Item Cost | Quantity | Total | Comments |
|---|---|-----------|----------|------------------|--|
| Registration: Documentation Required (print out of Registration Info) | | | | | |
| 1 | Registration | \$ 50.00 | 4 | \$ 200.00 | cost includes workshop materials |
| 2 | | | | | |
| | | | | Subtotal: | \$200.00 |
| Lodging: Documentation Required (print out of online research, etc..) | | | | | |
| 3 | Lodging at Comfort Home Inn Orlando (2 rooms) | \$ 300.00 | 3 | \$ 900.00 | Approximate 2 rooms x 3 nights \$150.00 per room |
| 4 | | | | | |
| | | | | Subtotal: | \$900.00 |
| Travel: Documentation Required (print out of online research, etc..) | | | | | |
| 5 | Airfare (RIC to Orlando International) | \$ 407.77 | 4 | \$ 1,631.08 | Approx based on March 2020 research Approx \$20 each trip |
| 6 | Uber for 4 days (from hotel and back) | \$ 40.00 | 4 | \$ 160.00 | |
| *SGA allows up to \$0.54 per mile. (Spring 2018) | | | | Subtotal: | \$1,791.08 |
| Other: Documentation Required (Map, online costs, etc..) | | | | | |
| 7 | Mileage to Richmond Airport & Back | \$ 0.54 | 140 | \$ 75.60 | 140 miles round trip from Longwood |
| 8 | Park & Fly Parking Fee (\$4/day) | \$ 4.00 | 4 | \$ 16.00 | |
| *If you are asking for compensation for mileage please bring documentation to verify the distance. (ex. Mapquest) | | | | Subtotal: | \$91.60 |
| | | | | Total: | \$2,982.68 |

**If more space is need please start the next item on a second form.

Question #1: Does your organization have an agency account? And if so, what is the balance?

Answer: Yes, \$47.23

Question #2: What fundraising has your organization done in the past and plan to do this year?

Answer: We sold hanging bird seed balls while tabling. We plan to do some Spirit Nights.

Question #3: If applicable, has your organization reached out to affiliated Academic Departments for assistance?

Answer: Yes, the Bird Department doesn't have funds we can use.

Question #4: What are your plans to present your experience to others here at Longwood?

Answer: We plan to give a presentation at a general meeting when we get back.

Question #5: DID YOUR ORGANIZATION ATTEND A CONFERENCE LAST YEAR?

ANSWER: No