



Appropriations & Cultural Funding Board Agenda

September 20, 2024 at 1:30p.m.

Kirkhof Room 2263

1. Opening of Meeting

- a. Meeting Called to Order 1:33 pm
- b. Committee Introductions sarah, karen, dip, lucas, quieten, evan, richard
- c. Organization Role Call Renaissance festival, Arab culture club

2. Hearing of Allocations Requests

a. Renaissance Festival

- i. Host a renaissance fair every year in the fall. Fair 28th. Club was founded in 1995. Ask for funding in order to put this even on every year. The club is very diverse. It has people from almost every major in it
- ii. Is a way for the club to have a community building event. Two day event: Saturday and Sunday. On the clock tower lawn. Estimated around 20 club members will be there. 100+ merchants and entertainers will be there. about 50 GV alum. 450 non gvsu associate patrons. Estimated around 500 gvsu students wander through the fair at some point, but they might not stop.
- iii. funding in regards to putting on the fair. hiring personnel. Paying gv cadets to be there overnight. help to support even. Barely break even on the event and do not make money on it. Only way they can make money is in arrest warrants to throw someone in jail. Donation based. \$50 refundable deposit that is given back at the end of the fair. Free event for individuals to come to.
- iv. Day one: campus community learning about it. Day two: individuals coming back and staying and learning more about the fair and participating in it.
- v. Question:
 1. Lucas asked if there was a drop off in attendance due to covid and if attendance has come back?
 - a. yes, attendance dropped off during covid and it has come back over the last couple of years
 - b. clubs took breaks due to covid and are starting to come back



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2. Karen expand more on live music
 - a. There is an entertainment list of which students can attend. Has live action combat
 - b. their members are putting on a skit around the theme
 - c. other clubs that take part in the event. Folk music club usually comes out for an hour-hour and a half.
3. Quintian ask if there a other ways they are trying to promote
 - a. tabling, posters
4. Nancy asked, have you ever discussed moving this down to one day? Expanding times? In the coming years use the money more effectively across two days or one day? (keep in mind)
 - a. merchants require time to set up. Gives them time to set up for the next day. All of the activities require time and one day doesn't give them enough time. Have groups traveling from the UP and the east side of the state. Makes the trip more worthwhile to come to the event. Having the event be a whole weekend allows for more students to be able to come to accommodate to their schedules
 - b. Saturday: 10:00 - 7:00 pm. Sunday: 10:00 - 5:00 pm
 - i. entertainers can only do a certain number of shows per day. Safety issue if they do too many shows. Sunday ends earlier on sunday to allow time to tare down
 - c. Why do you need a golf cart?
 - i. allows easier set up. Can go from parking lots to their cars easier. Transport supplies and merchants to and from places. Fair grounds more accessible. Since the event is so big approve golf carts
- vi. Nancy recommended that we vote persecution



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1. lucas motions to approve the promotion process in full
 - a. karen seconds
 - b. All yays
 2. Contractual payments: Lucas motion to approve the contractual payment in full
 - a. Dip seconds
 - b. All yays
 3. Supplies: Lucas motions to approve the supplies portion in full
 - a. even seconds
 - b. all yays
 4. Security: Lucas motions to approve security apportion in full
 - a. Dip seconds
 - b. all yays
- vii. budget approved in full
3. Hearing of Cultural Requests
 - a. Arab Culture Club
 - i. maya financial officer. It was a frozen club in the past and the club was just reignited. Second semester running. Trying to get more membership. Purpose of the club is to celebrate arab culture form the middles east. Bring people together from those regions and even if your not from the region get to know more about it. Try to show that the stereotypes are not what they are all like
 - ii. Funding request: they are requesting food for the event. allows for dietary restrictions. lots of vegetarian options
 - iii. proportions: have flyers, promotions, advisor is going to promote it to his classes
 - iv. Question:
 1. richard asked do you have any other means of advertising



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- a. flyers going around campus
- b. faculty advisor is promotion in class
- c. honors classes need to go to cultural events
2. Nancy asked how it is with rebuilding the org?
 - a. had an event last year. It was through their advisor last year. Collabed with him for the event.
 - b. seeing 15ish people coming out to events that they are having
 - c. current members are interested in attending
3. Lucas asked if you expect to see not gvsu members
 - a. yes, they expect a lot of non gv students
- v. Lucas motions to approve the spending request in full
 1. Evan seconds
 2. all Yays
 3. approved in full

4. Adjournment 2:08 pm

Contact Information:

Office of Student Life
Kirkhof 1110
616-331-2345

Nancy Hoogwerf
VP of Allocations
hoogwern@mail.gvsu.edu

Bri Slager
RSO Assistant Director
slagerbr@gvsu.edu

Adam Mason
SLF Assistant
slffin@gvsu.edu

Danny West
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Budget Request: GVSU 28th Annual Renaissance Festival

| | |
|------------------------|--|
| Requested Total | \$7,147.73 |
| Adjusted Total | \$7,147.73 |
| Date Created | Tuesday, April 9, 2024 8:48:41 PM |
| Submitted By | Samantha Jean |
| Organization | Renaissance Festival |
| Status | Submitted on Wednesday, September 4, 2024 3:07:37 PM |
| Process | Campus Programming 2024-2025 |

Sections, 12 Line Items

Section: Food Service - SC0223

This section is only for on-campus Catering or Jet's Pizza. Off-Campus catering is only eligible for Cultural organizations and must be listed under contractual payments.

Section: Promotions Office - SC0068

3 Line Items / \$330.00

Advertising, printing, promotions, photography, videography, etc.

All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

| | | |
|--|--------------|----------|
| LakerHub Slide LakerHub Slide (Expense) Screenshot 2024-04-09 205800.png | 1 x \$0.00 | \$0.00 |
| Promotions Video Event Highlights Package Promotions Video Event Highlights Package (Expense) | 1 x \$250.00 | \$250.00 |
| Promotions Office Photographer Promotions Office Photographer (Expense) | 1 x \$80.00 | \$80.00 |

Section: Contractual Payment - SC0070

5 Line Items / \$5,300.00



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We do not fund contracts or payments to GVSU Faculty, Staff, or Students.

| | | |
|--|----------------|------------|
| Bell Book and Canto Performer (Expense) I am sharing 'contract for professional services-1 edited' with you.pdf | 1 x \$800.00 | \$800.00 |
| Robyn the Bard Performer (Expense) GVRP Contract Douglas Peterson.pdf | 1 x \$800.00 | \$800.00 |
| Swordsmanship Museum and Academy Performer (Expense) Swordsmanship Museum - contract for professional services.pdf | 1 x \$1,500.00 | \$1,500.00 |
| Her Majesty's Royal Guard (HMRG) Performer (Expense) 2024 GVSU.pdf | 1 x \$1,200.00 | \$1,200.00 |
| Swords of Valour Performer (Expense) Image (6).jpg | 1 x \$1,000.00 | \$1,000.00 |

Section: Supplies - SC0003

3 Line Items / \$1,243.73

Items must be listed individually for each supply item.

You must provide supporting documentation that shows the name of the item, price of the item, and the vendor.

Items to be purchased online, must include a link (Amazon, product specific sites, etc.) in the description of the item.

| | | |
|---|--------------|----------|
| Meadows Golf Carts Supplies (Expense) For use of transporting Merchants and Entertainers and equipment and to provide a more accessible faire ground for those who need it. 2 carts for 3 days (\$75 per day per cart) Screenshot 2024-04-08 194108.png | 1 x \$450.00 | \$450.00 |
| Portable Toilet Supplies (Expense) GVSU Renaissance Festival Revised.pdf | 1 x \$165.00 | \$165.00 |



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| | | |
|---|---------------------|-----------------|
| <p>Tables and Chairs Supplies (Expense)</p> <p>An updated quote will be added, as we had to request more chairs. Quote is for \$580.73 and by adding an additional 30 chairs (\$1.60 per chair) we added \$48.</p> <p>Baker Quote for Rental.arp (4).pdf</p> | <p>1 x \$628.73</p> | <p>\$628.73</p> |
|---|---------------------|-----------------|

Section: Security
1 Line Item / \$274.00

We do not fund contracts or payments to GVSU Faculty, Staff, or Students.

| | | |
|--|---------------------|-----------------|
| <p>GVPD Cadets Other (Expense)</p> <p>We feel it is important to provide security personnel to ensure the safety of our entertainers and merchants who are staying on faire</p> <p>grounds overnight.</p> <p>Screenshot 2024-04-08 192952.png</p> | <p>1 x \$274.00</p> | <p>\$274.00</p> |
|--|---------------------|-----------------|

Additional Information

Page 1

Before proceeding with this request, please click on the following link to review Event Guidelines and Rules for funding requests. PLEASE CLICK HERE. I understand that by proceeding in this form, I am verifying that I have read and understand all of the funding guidelines listed above. I understand that if I choose not to follow these guidelines, my request will be denied **Yes**

All communication is done through LakerLink. Be sure to check your funding request regularly for updates and scheduling. Please enter you @mail.gvsu.edu email address. - jeans@mail.gvsu.edu

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Program Information

Title of Program - GVSU 28th Annual Renaissance Festival

Date(s) of Program - October 5th, 6th

Time(s) of Program - 10:00am-5:pm

Event Location - Kirkhof Center; North Lawn, CDC Plaza

Please list the exact campus building and room where the event will take place. Listing this space confirm that your group has already reserved and confirmed the space. - Kirkhof Center; North Lawn, CDC Plaza How will you promote/publicize this event? - Fliers, Online

Have you listed your event on the LakerLink event calendar? - We will have it listed by the beginning of next semester.



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Will a campus department, other student organization, or some other entity be co-sponsoring this event? Co-sponsorship's are when other campus department or student organizations help with the event. This can be financial, which will require a co-sponsorship agreement filed with Student Life, or non-financial, which can include participation or promotion. **No co-sponsors**

Please list the co-sponsors for the event

- N/A

What are the co-sponsors contributing to the event?

- N/A

Page 4

Please describe any additional sources of funds being contributed that will impact this request **None**

Page 5

Expected Event Participants Please keep in mind that we only fund GVSU students for catering/food service and this is the number that will be used to calculate the per head, food rate. As of 4/1/2024 the per head, food rate for Cultural organizations is \$14-\$16 and all other organizations is \$12-\$14. **Number of GVSU students expected to participate - 150**

Number of GVSU faculty and staff expected to participate - 10

Number of people not affiliated with GVSU expected to participate - 75

If involving non-GVSU participants (guests), please explain - Entertainers and merchants, this number does not include any walk in guests on the campus.



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Budget Request: Arab Food Night

The Arab Culture Club would like to host a cultural Arab Food Night to promote the club and provide more education about the culture.

| | |
|------------------------|---|
| Requested Total | \$274.78 |
| Adjusted Total | \$274.78 |
| Date Created | Monday, September 9, 2024 12:32:18 PM |
| Submitted By | Mya Hanna |
| Organization | Arab Culture Club |
| Status | Submitted on Wednesday, September 11, 2024 8:38:53 PM |
| Process | Campus Programming 2024-2025 |

4 Sections, 2 Line Items

Section: Food Service - SC0223
\$274.78

1 Line Item /

This section is only for on-campus Catering or Jet's Pizza. Off-Campus catering is only eligible for Cultural organizations and must be listed under contractual payments.

| | | |
|---|--------------|----------|
| Mezze Delight Campus Catering (Expense) Screenshot 2024-09-11 at 7.50.16 PM.png | 22 x \$12.49 | \$274.78 |
|---|--------------|----------|

Section: Promotions Office - SC0068
\$0.00

1 Line Item /

Advertising, printing, promotions, photography, videography, etc.

All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

| | | |
|---|------------|--------|
| Arab Food Night LakerHub Slide LakerHub Slide (Expense) Screenshot 2024-09-11 at 8.34.22 PM.png | 1 x \$0.00 | \$0.00 |
|---|------------|--------|

Section: Contractual Payment - SC0070

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Section: Supplies - SC0003

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Additional Information

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Arab Food Night | Page 2 of 2

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All communication is done through LakerLink. Be sure to check your funding request regularly for updates and scheduling. Please enter your @mail.gvsu.edu email address. - hannamy@mail.gvsu.edu

Page 2

Program Information

Title of Program - Arab Food Night

Date(s) of Program - November 5, 2024 Time(s) of

Program - 7:00-9:00 PM

Event Location - Khirkhof

Please list the exact campus building and room where the event will take place. Listing this space confirm that your group has already reserved and confirmed the space. - KC Thornapple How will you promote/publicize this event? - Instagram, LakerLink, fliers Have you listed your event on the LakerLink event calendar? - No

Page 3

Will a campus department, other student organization, or some other entity be co-sponsoring this event? Co-sponsorship's are when other campus department or student organizations help with the event. This can be financial, which will require a co-sponsorship agreement filed with Student Life, or non-financial, which can include participation or promotion. **No co-sponsors**

Page 4

Please describe any additional sources of funds being contributed that will impact this request **None**



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Number of GVSU faculty and staff expected to participate - Unsure

Number of people not affiliated with GVSU expected to participate - unsure