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Organization Name: FLESA (Foreign Language Education Student Association)

Contact's Name MARY PETRON Contact phone 708-9231 Contact e-mail mpetron@mail.utexas.edu

SG Representative sponsoring you GREG HAMMOND

Date project(s) will be held MARCH 23-24, 2001 Expected attendance 100

Date of first anticipated purchase (3 weeks prior to when you need it) Feb, 26, 2001

Brief project description FLESA is hosting its 2<sup>ND</sup> Annual Conference (TEXFLEC 2001). It is a graduate student-run conference partially funded by membership dues. The purpose of the conference is two-fold: 1) to provide professional development opportunities to UT grad. students of the FLE dept 2) to provide name recognition to the FLE dept. The abstract selection process has not yet been completed. However, it is anticipated that approximately 15 UT grade students and 3-4 alumni will present papers at the conference.

1. Project expenses: (Please put into an Excel spreadsheet if attaching your expenses on separate sheet.)

See Attached

2. Please list vendors and amounts and items to be purchased from each on a separate page.

Example:

30 T-shirts @ \$7.50 = \$225 (price quote from Alejandro Vasquez at Aztec Screen Printing)

See Attached

3. Funds raised to date (Include all revenue, secured or anticipated, including estimates from ticket sales.)

<u>Anticipated Registration Fees</u>	<u>\$ 550<sup>00</sup></u>
<u>Membership Dues</u>	<u>\$ 700<sup>00</sup></u>

4. Amount requested from SG \$ 1051.17

5. Specific description of what you want SG to buy for you Plane ticket for Dr. Gardner, A world-renowned educational psychologist in the field of language acquisition, facilities fees and set-up, conference programs, attendee packets, speaker packets, and advertising flyers

Please note that you will need to sign up for a 15-minute interview when you turn this in to the SG office for February 1, 2 or 3. No application will be accepted without attendance at an information session on January 24, 25 or 30. Thank you for your efforts.

AP 58 Texas Foreign Language Education Conference  
TexFLEC 2001  
Budget

<u>Item</u>	<u>Cost</u>
General Office Supplies: printer cartridges, certificates of attendance, certificates of appreciation, envelopes	\$130.00
Catering	\$ 300.00
Two Keynote Speaker Honorariums	\$ 500.00
Lodging For One Keynote Speakers- 3 nights	\$ 250.00
*Conference Programs	\$ 71.50
*Attendee Packets	\$ 138.17
*Speaker Packets	\$ 39.00
*Advertising Flyers	\$ 10.00
*Keynote speaker airline ticket	\$ 672.50
*Facilities Fees and Set-up	<u>\$ 120.00</u>
TOTAL	\$2231.17

\*Funding requested from Student Government

AP 58

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**Conference programs: \$71.50**

100 programs consisting of five double sided copies, folded and stapled twice

*Quote from University Duplicating*

500 copies at \$.10 per double-sided copy \$50.00

Folding: \$5.00 setup + \$.01 per sheet \$10.00

Stapling: \$7.50 setup + \$.02 per staple \$11.50

**Attendee packets: \$138.17**

100 packets consisting of a UT folder with attendee label, pen, name badge evaluation form, campus map, Austin information sheet, reception flyer, welcome letter

*Quote from University Supply*

4 boxes of 25 UT folders \$38.00

9 boxes of 1 dz. UT pens \$44.28

2 boxes of mini-address sheets \$ 9.94

1 box clip-on name badges \$20.95

*Quote from University Duplicating*

100 evaluation forms at \$.05 per copy \$ 5.00

100 campus maps at \$.05 per copy \$ 5.00

100 Austin info sheets at \$.05 per copy \$ 5.00

100 reception flyers at \$.05 per copy \$ 5.00

100 welcome letters at \$.05 per copy \$ 5.00

**Speaker packets: \$39.00**

Speaker packets consisting of a double-sided preliminary schedule, double-sided Austin information sheet, campus map and confirmation letter will be mailed to speakers

*Quote from University Duplicating*

30 double-sided schedules at \$.10 per copy \$ 3.00

30 double-sided Austin info sheets at \$.05 per copy \$ 3.00

30 campus maps at \$.05 per copy \$ 1.50

30 confirmation letters at \$.05 per copy \$ 1.50

*Quote from United States Postal Service*

30 mailings at \$1.00 per envelope \$30.00

**Advertising flyers: \$10.00**

200 one sided copies

*Quote from University Duplicating*

200 copies at \$.05 per copy \$10.00

**Keynote speaker airline ticket: \$672.50**

*Quote from Travelocity.com*

Roundtrip ticket London, Ontario – Austin, Texas \$672.50

**Facilities Fees and Setup; \$120.00**

*Quote from Cindy Martindale, Office of the Dean of Students*

Room Fee \$ 20.00

Room Set-up \$100.00

**Total of funds requested: \$1051.17**