How Far Can YOU Go in the 610?
A Guide to Student Activity Planning and Entertainment in the Reading Area

Included:
- Allocation/Appeal Guidelines
- Tips for a Productive Semester
- Room Reservation Info
- Food Services Info
- The Experience Program Info
- Campus and Local Transportation
- Places to Go in the Reading, PA
- Campus Contact Information

A Student Government Publication
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Preparation and Planning

Preparing and planning ahead for each semester is crucial for your organization to have a successful and productive year. Below are some tips and information that will give you an edge to help make the semester a very productive and enjoyable one.

**President/Treasurer Workshop**

This event serves as a great way for organizations to become familiar with the resources and services that Albright is able to provide for organizations and individuals to be successful. Though it is **mandatory for the President and Treasurer of each organization to attend one workshop**, any member of the organization is welcome to attend. This event will provide a tutorial for a new software called Collegiate Link (A-link) that will be used before, during, and after the allocations process.

**Activities Fair**

At the Activities Fair, organizations are able to reserve and set up a table to display their group and its mission on campus. This event is a great way to generate an interest list for membership and participation. The Activities Fair is held twice a year, once in the beginning of every semester, typically the first Thursday of the semester. **BE SURE TO RESERVE A TABLE EARLY AT THE CAMPUS CENTER DESK and EMAIL BRAD SMITH at bsmith@alb.edu.**

**Organization Registration**

The organization registration form is important to keep the Student Government Association updated on an organization’s executive board. Please fill out the form in its entirety with your organization’s executive board and its contact information. This form is **due by 4:00 pm to the SGA Office on the second Friday of the semester.** You may find the Organization Registration on your organization’s flash-drive.

**Organization Roster**

The organization roster form is another document that each organization needs to complete and submit in order to be officially recognized by the S.G.A. The roster should have each of the active member’s names, their position within the organization, and their mailbox number. If throughout the semester membership changes please provide the S.G.A. with an accurate, updated list of your members. This is an online form that can be found here: [http://www.albright.edu/campuslife/sga/roster-form.html](http://www.albright.edu/campuslife/sga/roster-form.html). However, with the initiation of A-link, the roster may need to be submitted on the A-link website. This form is **due by 4:00 pm to the SGA Office on the second Friday of the semester.**
Submitting Allocations Request Forms

When filling out the allocation form, please remember these important guidelines:

• **Conference/Trip Guidelines**
  - The S.G.A. will only fund for the Executive Board (a maximum of five members) and an advisor to attend.
    - The Executive Board consists of President, Vice President, Treasurer, and Secretary
  - The S.G.A. will not only base its allocation decision for a conference or trip on the organization's activity level on campus, but also on the conference's potential to reach other members of the student body.

• **Fundraisers**
  - The S.G.A. encourages organizations to hold fundraiser to benefit their organizations. However, items for fundraisers may not be allocated for and therefore must be financed through the organization.
  - The S.G.A. understands that the start up cost associated with many fundraisers often deter groups away from these ventures. For this reason a fundraising loan may be negotiated with the S.G.A.
  - Please note that any funds loaned from the S.G.A. must be repaid in full by the end of the semester in which they were requested.

• **S.G.A. cannot fund the following:**
  - Anything that will end up being owned by an individual, not the organization
    - Ex: clothing for personal use
  - Awards or Prizes
  - Gifts
  - Decorations
  - Personal Loans
  - Drugs or Alcohol
  - Charity donations/contributions
  - Any events that have happened prior to the allocations process (unless given special written approval by the S.G.A.)
  - Anything item/material held outside the academic year
  - Fundraisers

For information regarding the Club Sports Policy in the Allocations process, please refer to the Albright College Student Government Association Allocations Policies and Procedures.

NOTE: The S.G.A. will have extended office hours to provide guidance and support with the allocation process. Please stop by the S.G.A. office if you are in need of assistance and a S.G.A. member will be happy to help you out.
THE IMPORTANCE OF DOCUMENTATION
In order to appropriately distribute funds to all student organizations and determine the accuracy of student requests, documentation must be provided with each allocation request.

WHAT IS DOCUMENTATION?
Documentation is anything that supports an organization’s request to be funded, explaining where each organization came up with the monetary amount that they are requesting. This includes the following:

- Any quotes from vendors or businesses
  - Either through writing, e-mail conversations, etc.
- Ad clippings, print-outs from websites, receipts from previous years, etc

If your organization is collaborating with another organization to host an event or activity, please note this on the allocation request form.

Please note that though estimating expenditures for food may be difficult sometimes, GIANT Food Stores has a feature online that allows you to shop online and browse through their grocery items and view prices.

NO ALLOCATION WITHOUT DOCUMENTATION
If an organization does not provide necessary or appropriate documentation, they will not be granted funds for the items for which they have not supplied documentation.

BASIC RATES THAT DO NOT NEED DOCUMENTATION:

**Printing:** The S.G.A. usually funds up to $10.00 for basic printing. However, the S.G.A. may fund additional printing expenditures for large events/activities that an organization may host. This does not include postage materials. Please identify what exactly you plan to do with the funds given towards printing.

**Pizza Parties:** The S.G.A. will now only allocate what is necessary for the organization to host a pizza party. Special circumstances apply, particularly when two or more organizations plan to collaborate on a pizza party; however, to get funding for a pizza party, the organization must state in their allocations request the date, or general time frame, during which they plan on hosting the event and their expected attendance.
Bus Rates
Bus rates and fees are determined on a case-by-case basis depending on how many students are travelling and the distance your organization is travelling. Please fill out a bus request form on the Student Activities section under the Campus Life page on the Albright website, here: http://www.albright.edu/campuslife/activ-bus-form.html.

DJ Entertainment
The S.G.A. collaborates with DJ Majik Entertainment (majikdj@verizon.net) to provide the best rates available to students. DJ Majik typically charges $275.00 for three hours worth of service. If your organization is able to find a DJ that is able to provide a similar service at a lesser cost or is willing to fund the additional amount of using another DJ service, the S.G.A. will still provide funding if approved in the allocation process. DJ rates are subject to change.

Food Services
The meal exchange program with student meal plans is based on the cost of food and not on a straight-up exchange. Every food service request is treated on a case-by-case basis. Meal discounts for board plan students are as follows:

- Breakfast → $2.35 credit per student
- Lunch → $2.35 credit per student
- Dinner → $2.35 credit per student

Remember that food requests MUST be put in 10 days in advance for the order to be processed. For more information, please contact Food Services at (610) 921-7525.

Public Safety Rates
If your organization is hosting an event that needs to be staffed by Public Safety, the Public Safety department charges $25.00 per hour per officer. For every 50 people at an event, there needs to be one officer on hand.

S.G.A. Van Costs
The cost of utilizing the S.G.A. is $25.00 per hour for the driver as well as 43.5 cents per mile. Please remember that the van can only hold 14 people. Please contact the Department of Public Safety at (610) 921-7670 or wweniger@alb.edu for more information.
What is the Appeal Process?
The appeal process gives organizations the opportunity to make a request for the same funds that they previously requested, providing further information that supports the amount of money that they have requested for the semester. The appeal process also allows organizations the opportunity to petition S.G.A.’s decision on their original allocation request and to provide justification why their request should be allocated.

What is the Re-Allocation Process?
The re-allocation process allows organizations to request additional funds that they may have overlooked during their first allocation requests.
Please note that the appeal process and the re-allocation process have the same deadline and both use the same “Appeal/Re-allocation” form.

How does an organization appeal or re-allocate?
An organization going through the Appeal or Re-Allocation process must fill out the Allocations Appeal/Re-Allocation form, with all proper documentation attached, as well as submit a formal letter of appeal explaining why you are appealing or re-allocating. Please use this as an opportunity to explain in full detail the amount you are requesting and how it will benefit the student population. To see a sample formal letter of appeal, please refer to page 8, titled “Example Formal Letter of Appeal.”

NOTE: Please remember to be as thorough as possible during the first round of allocations. You have the best probability of getting funding during the preliminary round of allocations as funds during the re-allocations and appeals processes.
Example Formal Letter of Appeal

Below is a template of the formal letter for the allocation appeal process. Please note that your format does not need to be identical to the one shown. This template merely serves as a guide for what the S.G.A. is looking for in a formal appeal letter.

**TEMPLATE**

[Insert Date]

Dear Student Government Association,

The members of [insert organization] would like you to reconsider our allocation request for the (insert semester). We are asking for [cost] for [item/material/event]. [Explain why item/material/event costs this amount and why it will benefit the student body. Please go into detail.]

Attached along with this letter is documentation that supports the amount requested above.

Thank you for considering this allocation appeal. If you have any questions, please contact [contact person] at [contact e-mail address/or cell-phone number].

Sincerely,

[President]

[Organization name]

[President’s contact information]

**NOTE:** Please provide, along with this formal letter of appeal, the necessary documentation and information to support your allocation appeal request.
Post-Allocation Procedures

After you are granted funds through the allocation process, there are four ways to make payments to vendors or to make use of your allocated funds.

Check Requests
If you would like a check to be sent directly to a vendor or place of payment to pay for an item, event, or activity, please check the appropriate box. Write the name of the vendor (or who the check should be made payable to, address, etc).

Reimbursements
If someone has already purchased an item and needs to be reimbursed, please check this option. Attach the receipt(s). Please remember to use the tax-exempt form when paying for items allocated for by the S.G.A.; taxes will not be paid back.

Cash/Check Advances
Use this option if you would like to receive cash or a check in advance to pay for allocated items/events. Cash advances may not exceed $50.00 per event.

Charging of Campus Account
For departments such as the Bookstore, Food Service, Public Safety, a check request is not necessary. These campus departments are able to charge your organization’s account directly for expenses.

**All check disbursements and advances over $50.00 require a TEN DAY processing period. FAILURE TO PROPERLY SUBMIT A CHECK REQUEST MAY DELAY THE PROCESS OF ISSUING THE CHECK**

Please keep these matters in consideration:

- **Attend all Town Hall Meetings**
  - Remember to have a representative attend every Town Hall Meeting throughout the semester. If an organization misses more than one S.G.A.-sponsored meeting their allocated account will be frozen until a meeting is scheduled with the S.G.A. President and S.G.A. Vice President of Finance.

- **Stay within allocated budget**
  - See the overdrawn account section in the Allocations Policy.

- **Only use allocated funds for allocated items**
  - An organization is also not allowed to use excess funds from the allocated amount to pay for other items or events that have not been allocated for by the S.G.A. If an organization would like to use their allocated funds for a purpose other than that for which it was allocated, the executive board must reach out to the S.G.A. for the approval of said request. Special circumstances may apply. Please see the S.G.A. Vice-President of Finance if you have any questions.
Effectively marketing an organization, its events, and its activities is very important for an organization to be successful. Here are some tips and suggestions to market your organization and its events. Remember, be creative and use innovative techniques and strategies to capture students’ attention.

- **Campus Center TV**
  - The new 80-inch TV located above the campus center desk is a great new advertising tool for organizations. Contact any member of SGA if you are interested in using it as to advertise for an event.

- **Radio spots on WXAC**
  - Contact the WXAC at (610) 921-7545

- **The Albrightian Advertisements**
  - You may submit an article idea to albrightian@albright.edu.
  - You may post an advertisement for an event sponsored by your organization.
  - Advertisements are half-off for campus organizations.

- **Weekly e-mail that is sent out to student body**
  - Please submit a request to advertise your event at http://www.albright.edu/resources/all-student-email.html by the Thursday before the following week to have your event/activity published. Remember to include the date of your event, its time and location, and a description of no more than 2-3 sentences.

- **Campus Center Posters**
  - Please talk to a campus center desk attendant to use paper and markers and remember to abide by the college posting policy. For further details, please see http://www.albright.edu/campuslife/postingpolicy.html.

- **Chalking campus** catches eye and very inexpensive!

- **Flyers, large posters, and table tents**
  - Use the Copy Center services. For more information, please contact the Copy Center by e-mail at copycenter@alb.edu or by phone at (610) 921-7646.
  - Table tents can be set up at Jake’s Java, Jake’s Place, the Cafeteria, or Peg’s Café.
  - Again, please remember to abide by the college’s posting policy, which you may see here: http://www.albright.edu/campuslife/postingpolicy.html.

- **Guerilla marketing (special events that attract attention)**
Effectively marketing an organization, its events, and its activities is very important for an organization to be successful. Here are some tips and suggestions to market your organization and its events. Remember, be creative and use innovative techniques and strategies to capture students’ attention.

- Asking professors to put ads on chalk/white boards in the classroom. They may also be willing to make an announcement to their classes on your behalf.

- Co-sponsor an event or activity with another campus organization
  - Combine both organizations’ resources (memberships, financial assistance, talents, etc.)
  - *Tip: The S.G.A. is more likely to fund an event if an organization is collaborating with another group(s).*

- Use the bulletin boards around the campus community (example: GIANT)

- Create a Facebook and/or Twitter page!
  - Today, communication is dominated by social networking sites like Facebook and Twitter, which makes them very effective tools in your event and activity advertisements. Don’t forget to like the Albright College S.G.A. and Albright Students Facebook pages and follow the S.G.A. on Twitter.
  - To have your organization’s event on the Albright College Facebook page, send the event information, description, and any photos you want included to Tom Durso at tdurso@alb.edu. College Relations will then create the event and give you administrative rights to it so that you may make any necessary changes.
Guidelines for scheduling spaces at this link: https://admin.albright.edu/afs/pdf/Event-Scheduling.pdf

1. Open your Internet Browser and type in www.myschoolbuilding.com the address bar and press Enter.

   -OR-

2. Go to the Albright main page and under the Student Life drop-down menu, click on “Student Activities.” Once on this page, click on “Activities Requests,” which should bring you to the following site: https://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=663554853.

   Follow steps 3-7 if you are a first time user or if asked to enter an Organization Account Number.

If it is the first time your computer has been to the website, enter the Account Number:

**Organization Account Number

663554853**

3. Enter your e-mail address and click SUBMIT. If prompted, enter your first/last name.

4. Click on the Schedule Request Tab if you do not see the screen below. Select your schedule type.
5. Fill out boxes with a ✓ beside it.

Don’t forget to:

• Choose your event dates by clicking on the date in the calendar boxes.
• Click on the drop down arrows to see your selection choices for each box.
• Click on the black arrows in the calendar boxes to change months.
  • Use the Check Availability button to verify you are not double booking a room.

6. At the bottom, enter the submission password and then click the “Save” button.

   Submission Password: acevent

7. Click on the “My Request” Tab, then Schedule Request. Here, you may find any updated information on your requests and their current status.
Practices and Procedures for College Events

• Requests to reserve space should be directed to the Director of conferences via SchoolDude FS Direct. This form contains the fields necessary for information regarding the event.
• Please use the organization’s email address for room requests instead of personal email addresses.
• A check mark next to display will be sent to college relations to be written on the marquee.
• ALWAYS USE EVENT SETUP for everything needed from facilities (including projectors, laptops, and seating)
• Checking next to security will go to Captain Gross in the Public Safety Office.
• There will be no charge for the rental of area/facilities when used for a College activity.
• No candles or any open flames are permitted in College facilities other than for religious ceremonies.
• Nothing may be taped, stapled, or otherwise affixed to walls or floors.
• Student club and organization events will not be scheduled during the last week of classes and/or during finals.
• Academic facilities (classrooms, lecture halls, etc.) may not be reserved a semester in advance. These are reserved in consultation with the Registrar who will confirm requests after class assignments are completed per semester

Internal Scheduling

• Schedule facilities with consideration for the actual space and services being requested. If your event requires specific setup, allow at least one hour before and after your event if other activities are scheduled in the same requested location.
• If no setup is needed (example: a meeting in the Campus Center Conference Room, a lecture in Klein Lecture Hall or other facility with fixed seating), allow for a minimum of three days before the event date for the request to be processed.
• If set up and other services are needed, submit your request at least seven days before the event date for all support departments to be notified. Reservations made less than three days before the event date may not be able to be accommodated.
• Provide general information including the Event Description, Number of Participants, Catering Needs, and Event Set-up. Failure to provide the required information may result in your needs not being met.
• Ticketed events require final count sent to Facilities and Public Safety Offices 24 hours prior to the event.

For more information regarding specific room accommodations for events and programs and the policies of scheduling these spaces, please refer to the website:

Albright College Event Scheduling Policies
http://www.albright.edu/conferences/2009%20scheduling%20policy%20101409.pdf

OR http://www.albright.edu/resources/student-event-planning.html
Event Planning and Procedures

The catering staff of Albright College Dining Service looks forward to working with you on your special event. Proper planning and good communication is the key to every successful function. Please follow these important steps to make sure every aspect of your event is covered.

**Step 1:** Student organizations must have the activity approved by the Director of Student Activities. They may then work to reserve a space on campus through the campus schedule request, which will then be either approved or denied by the Director of Conferences. Please see the following site:  

Arrangements for tables, table setups, public address systems and other audio or video requests are handled by the Facilities Office. Please submit a setup request form:  
[http://www.albright.edu/facilities/setupform.html](http://www.albright.edu/facilities/setupform.html)

**Step 2:** Submitting a Catering Request and Menu Planning- Our catering staff will be pleased to work with you to design a menu to suit any event.

1. Catering requests may be submitted via the “Catertrax” site, which can be accessed from the Albright College webpage: [http://www.campusdish.com/en-US/CSE/Albright/Catering/](http://www.campusdish.com/en-US/CSE/Albright/Catering/) email found at [www.albright.edu](http://www.albright.edu). The entire request form must be completed in order for your request to be fulfilled. If this is your first time please see point 3 and follow the instructions.

2. Contact the Catering Manager at 610-921-7606 or Food Service Office at 610-921-7525 to make your catering requests and arrangements. These requests should be made Monday – Friday 8:00am to 4:30pm

3. **First time users only.** Please setup a new account. **This is only needed on time.** Use your organization name as the name for the event. Please use a generic password so that it may be used by your fellow and future organization members.

- **Please provide at least 10 business days prior to your event** to assure that production and scheduling arrangements can be made to ensure that your event is successfully catered.
- **If booking an event less than 10 business days prior to the date of the event,** please contact the Food Service Office at 610-921-7525 promptly to review the labor requirements and availability of menu choices. You will not be able to submit the online “Catertrax” request form if you are booking your event less than 10 business days prior to the date of the event, so you MUST contact the
Food Services & Event Planning

main Food Services Office. Some items that are on our catering menu require advanced notice to order, so please keep in mind that the more notice provided when booking your event the more likely you will not need to make substitutions to the event menu.

**Step 3:** Confirm your event. Once your event has been booked, a confirmation email will follow from Food Service. Review this carefully. Any and all changes must go through the Catertrax System to be confirmed by Food Service via e-mail.

**Step 4:** Supply us with your final count and any other last minute changes. Your bill will be based on a “guarantee count”. The guarantee count is your firm number of expected event attendants and, so, the number for which your organization will be charged. This must be provided to us no later then 5 days prior to your event along with a complete, typed student roster of those participating in the event who are utilizing the “Meal Exchanges” and the organization’s account number. If you are using a meal exchange, please refer to the “Meal Exchange” section below.

- Meal discounts for board plan students are as follows:
  - Breakfast $2.35 credit per student
  - Lunch $2.35 credit per student
  - Dinner $2.35 credit per student
- Student Names not submitted 3 business days prior to the event will be charged the full price for the event.
- Students not on a meal plan may use Declining Balance Accounts.

**Step 5:** Enjoy your event. Now that all of the planning is complete, let us handle the rest. Thank you for the order!

**Cancellations**
Changes occur and sometimes events will be cancelled. We ask that you communicate your changes promptly so we can defer the expenses. Your organization may be charged for costs already incurred.

**Billing**
All meal exchange events will be COD (Cash on Delivery) unless the organization has a school account balance with appropriate funding to cover the cost of the event. Otherwise, there are NO EXCEPTIONS.

**Food, China, Linen, Sundries, and Equipment**
All items are charged at cost + 10%.
• No raw items can be given out. (Example: Hamburgers/Hot dogs, etc.) Please check with Food Service for items available.

• **The rental of the grill can only used if a Food Service Cook is operating the grill.**

• In the event that our Dining Services are not providing Food and Beverages, but have been requested to provide non-food items, the organization will be charged retail prices for rentals, set up, cleaning, labor, etc...

• Only bakery items can be removed. **This is for your safety.** Condiments, such as sugar, creamers, and paper supplies are not to be removed.

**MEAL EXCHANGES**

Meal Exchange is defined as the following: the student is willing to sign over a specific meal in exchange for food items and sundries. Meal Exchange cannot be used for equipment rentals. Items for exchange are bulk packed and are to be picked up by the organization. If Food Service has to prepare or deliver any items the event is considered a catered event and will be charged accordingly.

Only meals for that given time period can be used. That is, if the event takes place during the dinner hour only the dinner meal can be sacrificed. DBA can be used at the prevailing door price. Accumulated “flex” meals cannot be used.
The Experience Program

The Experience Mission

The mission of the Albright College Experience Program is to offer programming that highlights and emphasizes the linkages between the liberal arts as embodied by Albright General Studies curriculum and the scholarly, intellectual, cultural, and political life of the world outside the walls of the college.

The Experience and its Relationship to your Academic Career

How many experience credits do I need?

- The Experience is an ACADEMIC REQUIREMENT!
- A full time day student is required to complete 16 credits before the end of the sophomore year.
- Transfers who come in as sophomores are required to complete 8 credits by the end of the sophomore year.
- Transfers who come in as juniors are not required to complete the experience.

How do I get credit for an experience event?

- You must arrive at the event before it begins and get a card from an experience monitor. Experience monitors WILL NOT hand out cards after the event has begun.
- After the event is finished, you hand the filled-out card back to the monitor.
- Monitors will NOT accept cards before the end of the event.

How does the experience appear on my transcript?

- Students who complete the events by the end of their sophomore year will receive a "Q" on their transcript.
- Students who do NOT complete their Experience requirement by the end of the sophomore year will receive an "I" (incomplete) on their transcript.
- Students who complete the Experience requirements by the end of their junior year will have the "I" replaced by a "Q."
- Students who do NOT complete the Experience by the end of the junior year will have the "I" replaced by an "F." The "F" will not be calculated into the GPA, but will remain permanently on the student’s record.
- Students who complete the Experience events by the end of their senior year will have Experience listed a second time (as if they took the course a second time) with a "Q."
- Students who do not complete the Experience events will not graduate.

Applying for Experience Credit:

Who can propose Experience Events?

Events can ONLY be proposed by a member of the Albright community, be they faculty, student, and/or staff. Student sponsored events must have the approval of and contact information for a faculty, staff, or administrative.
The Experience Program

Deadlines
All event proposals must be submitted by the 15th of the month prior to the month of the event in which the event will take place.

CRITERIA for the acceptance of your event
Events that are approved for Experience credit meet the following criteria:

- Content of the event significantly enriches the academic, intellectual, and cultural life of the college community. **HELPFUL HINT:** As an academic requirement, you may want to emphasize the academic nature of your event and how it could engage students’ mental faculties.
- Events must be more than informational sessions or seminars – they should involve any of the following: the presentation of the results of research or inquiry of some kind (though not exclusively scholarly); the performance of a scholarly, cultural, or artistic production; or the critical engagement of some facet of the liberal arts. The Committee intends to broadly interpret these categories when appropriate, but it is nevertheless critical that applicants demonstrate that their event supports the Albright Experience mission.
- Is not exclusionary of any campus constituency.
- Lasts a minimum of 60 minutes.
- The title and topic of the event
- A detailed description of the event – this is a formal application, so please write the description accordingly – sloppy and haphazard descriptions will be rejected (you may resubmit the proposal for reconsideration within one week of notice of rejection).
- If you are proposing a speaker or performer from off campus, please provide adequate information on the qualifications of that speaker and how those qualifications support the Experience Event mission statement.
  - Justification for how the event helps to fulfill the mission of the experience program by enriching the cultural, intellectual, and/or academic life of the college. Poorly or superficially articulated justifications will be rejected (you may resubmit the proposal for reconsideration within one week of notice of rejection).
- The date and time
- A confirmed venue
- Contact information for the event sponsor
  - **HELPFUL HINT:** The Committee may respond more favorably to a faculty member, as opposed to an administrator serving as the event sponsor.
- Admission fee, if applicable
- Request for funding, if applicable.
The Experience Program

A note on films and sporting events as experience events.
Films will only be accepted as experience events if the requesting group has received exhibition rights AND has arranged for a speaker to discuss the film.

Sporting events will be accepted as experience events on the condition that there is an accompanying lecture AND that the requesting group has adequately justified the events on the proposal form.

Funding for your Experience Event:

**Funding from Experience CAN be used for:**
- honoraria
- hospitality/refreshments
- transportation
- buying rights to show a film

**Funding from Experience CANNOT be used for:**
- promotion
- prizes
- to raise other funds for an organization
- capital expenses

You MUST include a budget that describes how the funding will be spent in the appropriate space on the proposal.

Funding is limited and allocated on a first-come, first-served basis. Early submission is encouraged if funding is being requested. Student groups should show evidence that they have also requested funding from SAC.
Whether your group needs a ride to an event or you just want to spend a day of campus with friends, here are many creative transportation solutions at your disposal:

**Public Safety**

- **Medical Transports**
  - Request must be submitted at least 24 hours in advance, except in case of an emergency
  - Request should be made through email via the Gable Health Center
  - Costs:
    - $25.00 for local round trips
    - Any out of area trips will be charged at the discretion of the Director of Public Safety
    - All costs will be charged to the student’s account

- **Internships, Community Service, etc**
  - Request must be made at least 2 weeks in advance via email
  - A special price can be worked out for extended internships
  - Costs:
    - $25.00 for local round trips
    - Any out of area trips will be charged at the discretion of the Director of Public Safety
    - All costs will be charged to the student’s account

- **Educational and Club Trips**
  - Requests must be submitted at least 2 weeks in advance
  - Appropriate form must be submitted to Transportation Coordinator
    - Trip registration from can be found at http://www.albright.edu/academics/docs/Form-K-Use-of-SGA-Van-Org-Travel.pdf
    - Trip registration for the SGA Van can be found at:
  - Costs:
    - $25.00 per hour for each driver needed
    - 43.5 cents per mile

- **Reading Bus Terminal Transportation**
  - Public Safety will provide transportation to the Reading Bus Terminal before Fall, Thanksgiving, Winter, and Spring Breaks as well as at the end of the semester.
  - Request must be submitted at least two weeks in advance through email or the transportation website.
Transportation

- **Cost:**
  - $25.00 round trip
  - All costs will be charged to the student’s account

- **Airports and Train Stations**
  - Philadelphia Airport - $80.00
  - 30th Street Train Station - $60.00
  - Allentown Airport - $60.00
  - Lancaster Train Station - $40.00
  - Newark Airport - $140.00
  - JFK Airport - $200.00
  - PLEASE GIVE 2 WEEKS NOTICE!!

For any transportation questions contact Walt Weniger at wweniger@alb.edu.

- **Barta Bus**
  - The Barta Bus provides transportation to locations such as the Fairgrounds Mall and Wal-Mart Monday through Saturday. There is a stop conveniently located at 13th and Spring Street. For complete bus schedules visit www bartabus com or call (610) 921-0601
  - **Costs:**
    - Base fee: $1.70
    - Transfers: $0.25

- **Limo Service for Airport Rides**
  - **Michaels Classic Limo**
    - This company provides airport transportation services.
    - For exact quotes contact:
      - Phone: (610) 929-4919 or www.michaelsclassiclimo.com

- **Taxi Cab**
  - Reading Yellow Cab: (610) 374-5111
  - Grab-A-Cab: (610) 478-1111
  - **Costs:**
    - Base Rate: $2.80
    - Per Mile: $1.40
Places to Go in the 610: Hungry?

**Brewer's Bar & Grill—$$-$$$**
101 South 3rd Ave.
West Reading, PA 19611
(610) 375-8760

**Dan's Restaurant—$$$$**
2444 Morgantown Road
Reading, PA 19607
(610) 777-9611

**Jimmie Kramer's Peanut Bar Restaurant—$$-$$$$**
332 Penn Street
Reading, PA 19602
(610) 375-8500

**Judy's on Cherry—$$$$**
332 Cherry Street
Reading, PA 19602
(610) 374-8511

**Panevino—$$$**
25 N. 2nd Street
Suite 5
Reading, PA 19601
(610) 376-1101

**The Pike Café—$$$**
930 Pike Street
Reading, PA 19604
(610) 373-6616

**Shady Maple Smorgasbord—$$**
1 mile east of Blue Bell, off Rt. 23
East Earl, PA 17519
(717) 354-8222

**The Ugly Oyster—$$**
21 S. 5th Street
Reading, PA 19602
(610) 373-6791

**Third and Spruce Café—$$$**
238 S. 3rd Ave.
West Reading, PA 19611
(610) 376-5254

**Viva Bistro and Tapas Lounge—$$$**
901 Hill Ave.
Wyomissing, PA 19610
(610) 685-5299

**W. Reading Tavern & Restaurant—$$**
606 Penn Ave.
West Reading, PA 19611
(610) 376-9232

**Winedown Café and Winebar—$$**
622 Penn Ave.
West Reading, PA 19611
(610) 373-4907

**Good Eatz Green Café—$$-$$$**
739 Reading Avenue, VF Outlet Center, Designers Place, Level 1,
West Reading, PA 19611
(610) 670-4885

**The Thai Cuisine—$$$**
502 Eisenbrown Street
Reading, PA 19605
(610) 929-6993

**Taste of Crepes—$**
617 Penn Ave.
West Reading, PA 19611
(610) 685-2001
### Places to Go in the 610: Hungry?

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Price</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ciabatta</strong>—$-$$$$</td>
<td></td>
<td>2224 State Hill Road, Reading, PA 19610</td>
<td>(484) 220-0579</td>
</tr>
<tr>
<td><strong>Go Fish</strong>—$-$$$$</td>
<td></td>
<td>619 Penn Ave., West Reading, PA 19611</td>
<td>(610) 376-6446</td>
</tr>
<tr>
<td><strong>Papillon Brasserie</strong>—$-$$$-$$$$$</td>
<td></td>
<td>615 Penn Ave., West Reading, PA 19611</td>
<td>(610) 376-0601</td>
</tr>
<tr>
<td><strong>Alebrije Mexican Restaurant</strong>—$$</td>
<td></td>
<td>3225 N. 5th Street Highway, Reading, PA 19605</td>
<td>(610) 939-9288</td>
</tr>
<tr>
<td><strong>GNA Ristorante Pizzeria</strong>—$$-$$$$</td>
<td></td>
<td>421 Penn Ave., West Reading, PA 19611</td>
<td>(610) 376-1155</td>
</tr>
<tr>
<td><strong>Nino’s Pizza &amp; Italian Restaurant</strong>—$$</td>
<td></td>
<td>515 Richmond Street, Reading, PA 19605</td>
<td>(610) 921-2300</td>
</tr>
<tr>
<td><strong>Tokyo Hibachi Bar &amp; Grill</strong>—$-$$$$</td>
<td></td>
<td>960 Woodland Road, Wyomissing, PA 19610</td>
<td>(610) 685-2888</td>
</tr>
<tr>
<td><strong>DeCarlo’s Bar &amp; Grill</strong>—$-$$$$</td>
<td></td>
<td>240 Penn Street, Reading, PA 19602</td>
<td>(610) 378-8121</td>
</tr>
<tr>
<td><strong>Sam’s Goose House</strong>—$-$$$</td>
<td></td>
<td>1665 N. 10th Street, Reading, PA 19604</td>
<td>(610) 373-2040</td>
</tr>
<tr>
<td><strong>Mama’s Pizza</strong>—$$</td>
<td></td>
<td>1146 Rockland Street, Reading, PA 19604</td>
<td>(610) 685-2333</td>
</tr>
<tr>
<td><strong>Pizza Italia</strong>—$$</td>
<td></td>
<td>1528 N. 14th Street, Reading, PA 19604</td>
<td>(610) 372-3905</td>
</tr>
<tr>
<td><strong>5th Street Diner</strong>—$$-$$$</td>
<td></td>
<td>3698 N. 5th Street Highway, Reading, PA 19560</td>
<td>(610) 929-0543</td>
</tr>
<tr>
<td><strong>Williams Family Restaurant</strong>—$$-$$$</td>
<td></td>
<td>1701 Kutztown Road, Reading, PA 19604</td>
<td>(610) 929-9795</td>
</tr>
<tr>
<td><strong>Wyomissing Family Restaurant</strong>—$$-$$$</td>
<td></td>
<td>1245 Penn Ave., Wyomissing, PA 19610</td>
<td>(610) 373-3353</td>
</tr>
<tr>
<td><strong>West Reading Diner</strong>—$$-$$$</td>
<td></td>
<td>411 Penn Ave., Reading, PA 19611</td>
<td>(610) 376-5565</td>
</tr>
<tr>
<td><strong>The Works</strong>—$$-$$$</td>
<td></td>
<td>1109 Bern Road, Wyomissing, PA 19610</td>
<td>(610) 375-2700</td>
</tr>
</tbody>
</table>
Places to Go in the 610: Hungry?

Thai Wat—$$
1145 Berkshire Boulevard
Wyomissing, PA 19610
(610) 898-9191

The Amazing Wok—$$
1140 Rockland Street
Reading, PA 19604
(610) 929-5555

Chipotle—$
2733 Papermill Road
Reading, PA 19610
(484) 772-1022

Panera Bread—$
2733 Papermill Road
Reading, PA 19610
(610) 373-9620

Applebee’s—$$
3050 N. 5th Street Highway
Reading, PA 19605
(610) 929-8037

Sonic—$
4515 Perkiomen Ave.
Reading, PA 19606
(610) 779-9200

Red Robin—$$
4559 Perkiomen Ave.
Reading, PA 19606
(484) 334-8000

Buca di Beppo—$$-$$$—
2745 Papermill Road
Reading, PA 19610
(610) 374-3482

On the Border—$$-$$$—
796 Woodland Road
Wyomissing, PA 19610
(610) 898-3320

Hauté Chocolate Café
711 Penn Ave.
West Reading, PA 19611
(610) 373-4455

Smokey Bones—$$-$$$—
2723 Meridian Blvd.
Reading, PA 19610
(610) 375-9580

Texas Roadhouse—$$-$$$—
2803 Papermill Road
Wyomissing, PA 19610
(610) 373-9600

Café Harmony—$
616 Penn Ave.
West Reading, PA 19611
(610) 378-9001

Zoup!—$
760 Woodland Road
Reading, PA 19610
(610) 372-6717

Saladworks—$
2111 State Hill Road
Wyomissing, PA 19610
(610) 378-9100

Starbucks—$
2113 State Hill Road
Wyomissing, PA 19610
(610) 375-2823
Places to Go in the 610: Parks and Recreation

**Blue Marsh Lake**
1268 Pallisades Drive
Leesport, PA 19533
(610) 376-6337

**French Creek State Park**
Rt. 345, South of Birdboro
Elverson, PA 19520
(610) 582-9680

**Gring's Mill Recreation Area**
2083 Tulpehocken Road
Wyomissing, PA 19610
(610) 372-8939

**Muhlenberg Township Parks**
5401 Leesport Ave.
Temple, PA 19560
(610) 929-1503

**Nolde Forest Environmental Education Center**
2910 New Holland Road
Reading, PA 19607
(610) 796-3699

**Stonecliffe Recreation Area**
Columbia Street
Reading, PA 190601
(610) 372-8939

**Bear Creek Mountain Resort**
101 Doe Mountain Lane
Macungie, PA 18062
1-866-SKI-AT-BC

**Body Zone Sports & Wellness Complex**
3103 Papermill Road
Wyomissing, PA 19610
(610) 376-2100

**Hawk Mountain Sanctuary**
1700 Hawk Mountain Road
Kempton, PA 19529
(610) 756-6961

**Reading Rivertribe**
545 Canal Street
Reading, PA 19602
(610) 374-3737

**Reading Rocks**
550 George Street
Reading, PA 19605
(610) 374-6007

**Balloon Rides Daily**
1149 Glasgow Street
Pottstown, PA 19464
1-800-763-5987

**Ozzy's Family Fun Center**
5411 Pottsville Pike
Leesport, PA 19533
(610) 926-6162

**Reading Fightin' Phils**
First Energy Stadium
Rt. 61 South
P.O. Box 15050
Reading, PA 19612
(610) 370-BALL
http://www.milb.com/index.jsp?sid=t52

**Reading Royals Ice Hockey**
700 Penn Street
Reading, PA 19602
(610) 898-7825
http://www.royalshockey.com/
Places to Go in the 610:
Arts and Entertainment

**Goggleworks Center for the Arts**
201 Washington Street
Reading, PA 19601
(610) 374-4600
www.goggleworks.org

**Reading Civic Theater**
P.O. Box 186
Reading, PA 19603
(610) 375-7482
readingcivic.org

**R/C Reading Movies 11 & IMAX**
30 N. 2nd Street
Reading, PA 19601
(610) 374-6195
http://www.rctheatres.com/loc_reading.asp

**Cinema Center Fairgrounds Square**
3050 N. 5th Street Highway
Reading, PA 19605
(610) 921-8112
http://www.cinemacenter.com/

**Fox Berkshire**
800 Berkshire Boulevard
Reading, PA 19610
(610) 374-1123

**Sovereign Center**
700 Penn Street
Reading, PA 19603
(610) 898-7469
www.sovereigncenter.com

**Sovereign Performing Arts Center**
136 N. 6th Street
Reading, PA 19601
(610) 898-SHOW
www.sovereigncenter.com

**LaserQuest**
1035 Bern Road #25
Wyomissing, PA 19610
(610) 208-0766
www.laserquest.com

**Building 24**
1115 Bern Road
Wyomissing, PA 19610
(610) 375-2700
www.bldg24.com

**The Works**
1109 Bern Road
Wyomissing, PA 19610
(610) 375-2700
www.gearedforfun.com
Campus Organizations

ACADEMIC
American Chemical Society
PA State Education Association (PSEA)
Alpha Epsilon Delta (pre-med)
Epsilon Nu (pre-law)
Criminal Justice Society
French Club
Order of Omega

ALUMNI RELATIONS
Lion Diplomats

GOVERNMENT
Class of 2014
Class of 2015
Class of 2016
Class of 2017
Student Government Association (SGA)

GREEK
Alpha Delta Pi
Alpha Sigma Phi
Chi Upsilon Sigma
Phi Mu
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Kappa

PERFORMING ARTS
Domino Players
Gospel Ensemble
MEISA (Music and Entertainment Industry Student Association)
Scandalous Dance Crew
Albright College Thespian Society
Xion Step Team
Lion Entertainment Group

VISUAL ARTS
Albright Anime Society
AVAO – Albright Visual Arts Organization
Cinema Club

Club Vogue

LEADERSHIP
Albright College Activities Council (AC2)
ACE
Commuter Students’ Association

MEDIA
AGON (Literary Magazine)
Albrightian (Newspaper)
Cue (Yearbook)
WXAC (Radio Station)

OUTDOOR ADVENTURES
Albright Ski Society
Big Adventure Domain (Outdoor Club)

RECREATIONAL
Albright Gamers’ Guild

RELIGIOUS/ETHNIC/CULTURAL
African-American Society
Caribbean Culture Club
International Students’ Association
Hillel
Logos Christian Fellowship
Muslim Student Association
South Asian Student Association

SERVICE/SOCIAL JUSTICE
Alpha Phi Omega (coed)
Environmental Campus Outreach (ECO)
Gay Straight Alliance (GSA)
Oxfam America Social Justice Club
Students Aware of Infectious Diseases (SAID)

CLUB SPORTS
Men’s Rugby
Women’s Rugby
Frisbee
Ice Hockey
Any student that wants to get involved and applies through the Executive Vice President is eligible to serve on a faculty committee.

**Faculty Committees for Students:**

- Educational Policy Council
- Curriculum Development
- Enrollment Management
- Information Development
  - General Education
  - Undergraduate Research
  - Campus Life Council
- Multi-faith Center Board
- Experience Program
- Academic Appeals
- Honorary Degree/Teaching Awards
- Fine Arts Commission

Committees are composed of faculty, administrators, and Albright College Staff. Each committee serves a different purpose on Albright’s campus, from approving and designating experience events, to approving and changing alterations to curriculum and classes, to discussing student life.
<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Albrightian</td>
<td>(610) 921-7558 <a href="mailto:albrightian@albright.edu">albrightian@albright.edu</a></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>(610) 921-7510</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(610) 921-7551</td>
</tr>
<tr>
<td>Conference Office/Room Reservations</td>
<td>(610) 921-7612</td>
</tr>
<tr>
<td></td>
<td>Lois Kubinak Director of Conferences <a href="mailto:lkubinak@alb.edu">lkubinak@alb.edu</a></td>
</tr>
<tr>
<td>Copy Center</td>
<td>(610) 921-7646 <a href="mailto:copycenter@alb.edu">copycenter@alb.edu</a></td>
</tr>
<tr>
<td>Facilities Department</td>
<td>(610) 921-7520</td>
</tr>
<tr>
<td>Food Services</td>
<td>(610) 921-7525 – OR – (610) 921-7606</td>
</tr>
<tr>
<td></td>
<td>Mike Miller Catering Coordinator <a href="mailto:mmiller@alb.edu">mmiller@alb.edu</a></td>
</tr>
<tr>
<td>IT Services Help Desk</td>
<td>(610) 921-7676</td>
</tr>
<tr>
<td>Mail Room</td>
<td>(610) 921-7817</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(610) 921-7670</td>
</tr>
<tr>
<td>Student Activities</td>
<td>(610) 921-7529 Director of Student Activities <a href="mailto:bsmith@alb.edu">bsmith@alb.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bradley Smith</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>(610) 921-7615</td>
</tr>
<tr>
<td>Volunteer Center</td>
<td>(610) 921-7621 <a href="mailto:volunteer@albright.edu">volunteer@albright.edu</a></td>
</tr>
<tr>
<td>WXAC</td>
<td>(610) 921-7545 General Manager <a href="mailto:mcohen@alb.edu">mcohen@alb.edu</a></td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>President</td>
<td>Victoria Foanio</td>
</tr>
<tr>
<td>Executive Vice-President</td>
<td>Michael Sloboda</td>
</tr>
<tr>
<td>Vice-President of Finance</td>
<td>Ralph (RJ) Porrazzo</td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>Kaitlyn Huizing</td>
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<tr>
<td>Corresponding Secretary</td>
<td>Leo Chen</td>
</tr>
<tr>
<td>African American Society Representative</td>
<td>Darlyn Smith</td>
</tr>
<tr>
<td>Commuter Students Association Representative</td>
<td>Yiu Kong (Joey) Wu</td>
</tr>
<tr>
<td>International Students Association Representative</td>
<td>Chak Hang (Chris) Chan</td>
</tr>
<tr>
<td>Members-at-Large</td>
<td>Jasmine Clarke</td>
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<td></td>
<td>Robert Convery</td>
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<td>Nicole Huber</td>
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<td>Erika McEnany</td>
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<td>Gwen Stefan</td>
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