

The Graview

Budget Request for 2008-2009

a/c # 90000-____-xxxx-99

Treasurer: John Obie

Mission Statement:

The Graview is Oberlin's newest all inclusive periodical. It represents every minority group on campus and features content from the across the arts and sciences.

Past Activities:

We print an issue of The Graview every other week and distribute it across campus and in the town of Oberlin. We also have paying subscribers in Greece, Norway, and Mozambique.

Objectives:

We would like to continue printing an issue every other week and possibly enter publication competitions against other schools in Northeastern Ohio.

Budget Summary

1. Supplies	\$14.00
2. Copying Expenses	\$14.00
3. Printing Expenses	\$13.73
4. Equipment Expenses	\$16.10
5. Staff Payroll	\$800.00
SUBTOTAL.....	\$1370.73
INCOME.....	\$0.00
TOTAL REQUEST.....	\$1370.73

Itemized Budget

1. Supplies

(ordered from www.officesupplies.com)

We need tape to hang up articles during the copy editing process in the office. The markers are used during meetings to keep a running tally of which writer is responsible for which article.

<i>Item</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Total Cost</i>
Masking tape	\$1.25 per roll	x 2	\$2.50
Dry Erase Markers	4.99 per box	x 1	\$4.99
SUBTOTAL.....			\$7.49

2. Copying Costs

<i>Item</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Total Cost</i>
General Interest	\$.07/sheet	x 100	\$7.00
Meeting Flyers			
SUBTOTAL.....			\$7.00

3. Printing Expenses

The main purpose of our publication is obviously to print. Without funding for printing, we would not be able to exist as an organization. Printing figures come from Obieland Printing Services.

1000 copies X .50 a copy = \$500 dollars

500 X 15 issues a year = \$7500

SUBTOTAL.....\$7500

4. Equipment

Last year our hard drive was completely used up with archives of old issues. It is important for the upkeep of The Graview that we keep records of old issues for historical and legal purposes. We are requesting a new memory drive that would last us for the next 8-10 years. We found a reasonably priced hard drive at www.harddrivecenter.com

<i>Item</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Total Cost</i>
Memory Drive (300 GB)	\$100.00	x 1	\$100.00
SUBTOTAL.....			\$100.00

5. Staff Payroll

(see attached list of staff member descriptions with estimated hours worked per week)

Staff pay total.....	\$3000.00
SUBTOTAL.....	\$3000.00

Income:

We sell ads to local ice cream vendors and other clubs on campus. The ad revenue is used to help pay for The Gravview's expenses.

Estimated Income (from last year's ad sales)\$2000.00

Total: \$ 11514.49
 - \$2000.00 (income)

Total Request: \$9514.49