



Huntley Peer Advisors Additional Budget Request

November 1st, 2024



Who are we?

- 7 students representing the majors within the College of Agriculture
- Dedicated to student success through peer guidance
- Work alongside advising staff to assist students by holding office hours
- TA in first-year experience courses providing first hand insight to college/major life
- Keep first year students engaged and informed on campus activities
- Work all College/University events (ie. Preview, Pumpkin Fest, Explore CPP, Orientation)



Project objective:

Create and produce 1500 planners to distribute to incoming and current students/staff in the College of Agriculture at the request of the Dean's office

The Aggie

2024-2025

STUDENT HANDBOOK AND PLANNER



CalPoly Pomona

Don B. Huntley
College of Agriculture

Invoice

2023-2024

Planners



45 Bartlett St, Marlborough MA, 01752
 accounting@gprinting.com
 (508)232-7557

Customer Email: cguirguis@cpp.edu

Invoice # GPP-CUS-10	
Date	30 Apr, 2024
Due Date	30 May, 2024
PO #	PO 006399
Terms	Net 30

Invoice

Billing Details

Clara Guirguis
 CalPoly Pomona Huntley College of Ag
 3801 West Temple Avenue, Building 2
 Pomona, California
 91768
 United States
 714 234 0300
 cguirguis@cpp.edu

Shipping Details

Sharon Ellis
 CalPoly Pomona Huntley College of Ag
 3801 West Temple Avenue
 Building 2
 Pomona, California
 91768
 United States
 909 239 0565
 cguirguis@cpp.edu

Please note our new mailing address above.

Order Details

Additional Information	Qty	Price
Custom [2024-2025 Academic Year]	1500	\$ 5,925.00
Size : 5.5 X 8.5 # Handbook Pages : 28 # Calendar Pages : 128 Text Stock : 50# Offset Handbook Page Color : 1 Color (PMS) Cover Stock : 15 PT C2S Cover Finish : Gloss Lamination Cover Color : Full Color - Both Sides Calendar Page Color : 1 Color (PMS) Calendar Range : Aug 2024 —July 2025 (12 Mths) Binding : Plastic Spiral Binding Color : Clear # Pages per Week : 2 pages per week # Pages per Month : 2 pages per month Corners : Outside 2 Rounded		

Our Tax ID# is: 04-3108270

Our mailing Address is :

Global Datebook
 Attn:Accounting
 45 Bartlett Street
 Marlborough, MA 01752

Our EFT/ACH Info is :

Bank of America
 Routing# 011000138
 Account# 466001414323


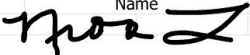

Sub Total :	\$ 5,925.00
Coupon Amount :	\$ 0.00
Shipping Charges :	\$ 300.00
Tax :	\$ 562.87
Total :	\$ 6,787.87
Balance Paid :	\$ 0.00
Grand Total Balance :	\$ 6,787.87
Deposit Due :	N/R

Overview

Requesting funds for “The Aggie” College of Ag Planner

- \$364.24 carryover after all general club expenses
- Approximately \$2,500 from Pumpkin Fest shifts
- Total of \$2,864.24 left in account for Planners

ASICPP		Additional Budget Request Form	
Budget Line Item	Current Budget	Amount Requested For Program	
Income			
1 Council Allocation	6,900.00	-	
2 Pumpkin Fest	2,500.00	-	
3		-	
4		-	
Total Income	9,400.00	-	
Expenses			
5 College of Agriculture Planners	2,864.24	3,923.63	
6		-	
7		-	
8		-	
9		-	
10		-	
11		-	
12		-	
13		-	
14		-	
15		-	
16 Polos	470.00	-	
17 Jackets	764.00	-	
18 Summer Training	321.00	-	
19 Shirts	113.00	-	
20 Retreat (Hotel, Transport, Meals)	2,500.00	-	
21 Canva	120.00	-	
22 Sashes	847.76	-	
23 Winter Training	280.00	-	
24 Yearbook	370.00	-	
25 End of Year Meeting	300.00	-	
26 Banquet	450.00	-	
Total Expense	9,400.00	3,923.63	
Total Request	-	3,923.63	

CHAIR
Clara Guirguis Name
 Signature
cguirguis@cpp.edu E-mail Address
10/24/24 Date
ADVISOR or AUTHORIZED OFFICER
Nicole Turner Name
 Signature
nkturner@cpp.edu E-mail Address
10/24/24 Date
TREASURER OR AUTHORIZED OFFICER
Madison Navarro Name
 Signature
mcnavarro@cpp.edu E-mail Address
10/24/24 Date

Why make planners?

Organization

- 1) Includes important deadlines and degree requirements
- 2) Key dates help students stay organized and informed

Support

- 1) Includes handbook with vital information
- 2) Directory of campus resources

Involvement

- 1) Promotes clubs and organizations within the College of Agriculture and the University
- 2) Outreach opportunity

Questions?

Contact Information:

Clara Guirguis
cguirguis@cpp.edu

Madison Navarro
mcnavarro@cpp.edu

