

STUDENT ALLOCATIONS



2022-2023
Training



MEET THE STUDENT ENGAGEMENT OFFICE TEAM! (OFFICE 269)

- Kinyata Brown, Associate Dean for Engagement, Diversity, and Inclusive Excellence
- Amanda Carlton, Administrative Specialist
- Jaquarius K. Norman, Student Allocations Administrator
- Shannon Williams, Student Engagement Assistant
- Jordan Snipes, Student Civic Engagement Assistant
- Michaela Bessinger, Graduate Assistant for Student Leadership & Organizations & SAC Co-Advisor



WHO IS SAC?

- The **Student Allocations Committee** is a university committee of five students appointed by the Council of Student Leaders. Our purpose is to assist Winthrop's student organizations in sponsoring programs and conferences beneficial to the entire student body.

WE ARE RESPONSIBLE FOR YOUR FUNDING!



ARE YOU ELIGIBLE FOR FUNDING?

- **To be eligible for SAC funding, student organizations must:**
 - Be officially registered with the Department of Student Engagement
 - Have attended a Student Allocations Training session during the current academic year
 - Have at least ten active members in the organization



WHAT WILL SAC FUND?

On/Off Campus Events

Events must be publicized, free, and open to all students.

Events and activities supported in part by SAC funds need to and should avoid controversial, political, religious, and/or ideological content.



CLUB SPORTS

- Due to the nature of a club sport, SAC will allocate funds toward each organization's operational expenses. SAC funds may be allocated if the purchased items are intending to always stay within the club's inventory (non-personalized items). SAC funds may not be used for items that do not have a direct correlation to the club's mission and/or sport.
- A single club sport can receive no more than a total of \$3000 for all operational expenses (competitions/events/uniforms/equipment) for the fiscal/academic year.
- *All other parameters and potential expenses (ie: food, decorations/event supplies, printing, etc) will fall under the SAC guidelines for all student organizations.*

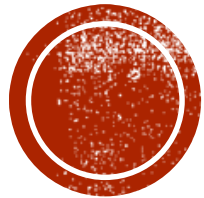


CLUB SPORTS CONTINUED

- **Examples of items that may be funded are as follows:**
 - **Fees (Tournament Registration, Officials' Payments, League, etc.)**
 - SAC may allocate up to \$500 in registration costs for a club sport per competition/event, or up to \$50 per person in the organization, whichever is less.
 - **Lodging accommodations (when overnight stays are permitted)**
 - SAC may allocate \$150 per night per room toward lodging for a maximum of four days
 - Hotels are reimbursement only
 - **Uniforms and equipment (non-personalized)**
 - SAC may allocate up to \$1000 per organization for non-personalized uniforms and equipment
 - **Travel – Air**
 - SAC may allocate funds for up to 4 people at \$300 round-trip per person
 - **Travel – Gas/Mileage (per mile)**
 - SAC may reimburse for gas purchased, with original receipts, up to \$0.35/mile (maximum of 500 miles, round trip, per vehicle, per trip).
 - Students must come to the Department of Student Engagement prior to the trip to fill out travel authorization paperwork and discuss how to be reimbursed.
 - **Travel – Car Rental**
 - SAC may allocate up to \$150 per day for a maximum of four nights for each rental of a car or 7-passenger van
 - Travel Authorization, Reimbursement, and Emergency Contact forms **MUST** be completed by the traveler(s) at least one week before the event date.

- **Purchases that will not be funded for Club Sports are:**
 - Club t-shirts or shoes
 - Personalized uniforms and/or equipment
 - Supplies for fundraising events





ON-CAMPUS & VIRTUAL PROGRAMS

****Be sure to follow all University guidelines if/when planning on-campus and off-campus events—coordinate with appropriate offices and advisors****

SPEAKERS / CONTRACT SERVICES

- Types of Contract Services
 - DJ
 - Motivational Speaker
 - Artist
 - Dancers
 - Comedian
 - Photographer
 - General Performers
- **To request speaker costs, you must plan at least 30 days in advance**



SPEAKERS / CONTRACT SERVICES

- All fees must be calculated as ONE lump sum and be included in the Contract for Professional Services
 - SAC may allocate up to \$500 for professional services
 - SAC may allocate up to \$1500 for collaborative programs involving professional services
- In order to bring a speaker to campus, a Contract for Professional Services with ***original signatures*** must be completed in the Department of Student Engagement
- Questions about Contracts for Professional Services may be directed to the Department of Student Engagement. ***NEVER*** sign a contract without DSE staff reviewing it



MOVIES & EQUIPMENT RENTALS

- **SAC may allocate up to \$500 for the cost of a public viewing license**
 - Blockbusters / New releases
 - Documentaries
 - Independent Films

- **SAC will only fund the rental of equipment if it cannot be borrowed from a department. SAC does not fund purchases**
 - Jump castle
 - Sumo Suits
 - Obstacle Courses
 - Slip and Slide
 - Rock Wall



FOOD / REFRESHMENTS

- **SAC may allocate up to \$400 for light refreshments** if used to enhance a public event
 - All food must be prepackaged!
 - For example: Chips, Water bottles, Muffins, Fruit Snacks, etc.
- **SAC may allocate up to \$800 for complete meals** through Sodexo
 - Baked Potato Bar, BBQ, Salad, Chocolate Fondue Station, Appetizer Bar, Sandwich Buffets, etc.
- Plan ahead, at least 3 weeks out, for funding for food. **THE SOONER, THE BETTER!**



DECORATIONS, PRINTING, & SECURITY

- **SAC may allocate up to \$75 for decorations/novelties** and has the right to request that they be turned into the DSE after the event for future use by other organizations
 - Streamers, center pieces, colored lights, confetti, balloons, etc.
- **SAC may allocate up to \$25 for printing** that must be used for event-specific purposes only
 - Flyers, programs, handbills
 - **The SAC logo must be included as a small part of all event advertisements for events funded in any part by SAC.** To obtain the logo, contact the SAC Administrator
 - All flyers must be submitted to printing services by DSE staff
- SAC may provide funding for security officers at events required to have security. The number of officers required is determined by Campus Police and the DSE. Event must be free and open to all students

PUBLICITY = MAJOR TURN OUT (preferable 1-2 weeks in advance!) Use digital signage, posters, flyers, etc.)



WEEKEND PROGRAMMING

- SAC is willing to sponsor student organizations who collaborate to provide fun, free, and creative social events
 - *Amounts TBD by committee*
 - Must be open to all Winthrop students
 - Non-alcoholic social programming alternatives
 - Held on Friday or Saturday evening, preferably not ending until after midnight
 - Held on-campus



OTHER EXPENSES

- Banners
 - SAC may allocate up to \$90 for an organization-specific vinyl banner
 - Orgs are limited to one banner per academic year
 - Orgs is responsible for all design work and sharing file to get printed
- Community Service Supplies
 - SAC may allocate up to \$200 for community service event supplies
 - All community service events must be open and advertised to entire student body



OPERATIONAL EXPENSES

- **SAC may allocate \$50 to each organization per semester for operational expenses**
 - Extra printing costs, light refreshments, office supplies, small events supplies, etc.
- All receipts for Operational Expenses must be turned in by the last day of classes of the semester in which the funds were allocated in order to be reimbursed
 - Fall '22: Nov 18th
 - Spring '23: March 10th
- Any funding not used at the end of the semester will be reallocated





OFF-CAMPUS EVENTS & INFO!



CONFERENCES, WORKSHOPS, & COMPETITIONS

- No overnight events will be funded. Day long events only.
- Must show a connection to benefit Winthrop University and the student organization
- Graduating seniors are often not funded the semester they are graduating
- **A single student organization can receive no more than a total of \$2000 for all conferences and organizational meetings/trainings for the academic year**



CONFERENCES, WORKSHOPS, & COMPETITIONS

- **SAC may allocate the following for travel:**
 - Registration (up to \$250 per person for 4 people or \$1,000 per organization)
 - Lodging (up to \$150 per day for a maximum of 4 days) (**Reimbursable ONLY**)
 - Airfare (up to \$300 round-trip per person for 2 people)
 - Car rentals (up to \$150 per day, 4 night maximum)
 - Mileage or Gas
 - If using personal vehicle, mileage rate is \$0.35/mile
 - If using a rental vehicle, gas will be reimbursed with original receipts up to \$0.35/mile.
- In order to be reimbursed, the organization **MUST** complete a Travel Authorization and Emergency Contact Form with the DSE Admin at least **10 business days before the event**
- Must fill out **travel worksheet** and have **advisor signature**
- **Post-Travel Evaluation** form must be submitted after travel



WHAT WILL SAC NOT FUND?

- SAC will ***NOT*** allocate funding for the following:
 - Awards, gifts, or donations
 - Apparel (ie: uniforms, costumes, t-shirts)
 - Audio/visual equipment purchases
 - Faculty/Staff expenses
 - Food/Drink expenses for travel
 - Alcohol/Tobacco products
 - Electioneering/Lobbying
 - Storage
 - Retreats not used for training/planning purposes
 - 15-passenger vans and charter buses
 - Parking
 - Events/programs that are for Graduating Seniors





UNDERSTANDING HOW TO SUBMIT A FUNDING REQUEST



BUDGET INFORMATION SHEET

- It is in your organization's best interest to include a semester-long budget to help SAC see where funding is needed most
- Fill this form out **completely and correctly**

ALL income for your organization must be shown on the Budget Information Worksheet.

Print Form

Winthrop University Student Allocations
BUDGET INFORMATION
Please Type

Semester/Year:			
Organization's Name:			
Advisor:		Phone:	
President:		Phone:	
Treasurer:		Phone:	
Organization's E-mail:			
Organization Type:	<input type="checkbox"/> Interest	<input type="checkbox"/> Professional	
	<input type="checkbox"/> Honor	<input type="checkbox"/> Departmental	
	<input type="checkbox"/> Club Sport	<input type="checkbox"/> Religious	
	<input type="checkbox"/> Greek	<input type="checkbox"/> Residence Hall	

INCOME

Number of Dues-Paying Members:		
Dues (per member/per semester):		Total dues collected per semester:
Estimated Fundraisers		Profits
EXAMPLE: Donut Sale		\$125.00
Other Anticipated Revenues <i>(outside bank accounts, department</i>		Amount
Total Estimated Income		

EVENT WORKSHEET

- You must submit a separate Event Worksheet for each event
- You must submit **supporting documentation** with each Event Worksheet
- Fill out this form **completely and correctly**

Winthrop University Student Allocations			
EVENT WORKSHEET			
DOCUMENTATION REQUIRED			
Complete gray shaded areas by typing in this form.			
ORGANIZATION INFORMATION			
Full Organization Name:	Students Who Love Their Mothers	Email:	StudentAllocations@winthrop.edu
Organization Contact Person:	Tripp Volk	Phone #:	123-4567
EVENT INFORMATION			
Event Name:	Educational program on Mother's Day	Event Date(s):	10/13/2014
CHOOSE ONE OF THE FOLLOWING THREE CATEGORIES			
PROGRAMS & SPEAKERS			
	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Speakers/Contract Services:			
Printing:			
Food/Refreshments:			
Decorations/Novelties:			
Security:			
Other: Lodging for Speaker			
Other:			
<u>Total:</u>			
COLLABORATION			
	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Speakers/Contract Services:	75.00/speaker		
Printing:	15.00 fliers		
Food/Refreshments:			
Decorations/Novelties:	50.00 flowers		
Security:			
Other:	70.20/ one night @ WU Inn		
Other:			
<u>Total:</u>	210.20		
OPERATING EXPENSES			
	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Operational Expenses			
Banner:			
Printing:			
Community Service Supplies:			
Other:			
Other:			
<u>Total:</u>			
SIGNATURES & APPROVAL			
Organization Representative:		Date:	
Student Allocations Committee Chairperson:		Date:	
<input type="checkbox"/> Approved by OSA Administrative Specialist			

PROGRAM REQUEST JUSTIFICATION

- Lists specific event info/details
- Prevents unnecessary interviews
- If you are a senior (graduating at the end of that semester) and attending a conference, you must justify why the committee should consider your request

Winthrop University Student Allocations
PROGRAM REQUEST INFORMATION/JUSTIFICATION

This form must be completed for EACH event that you are requesting money for. This will help to supplement the interview and speed up the process. (Please type in information below.)

Name of the Program/Event: Educational Program on Mothers' Day

Organization Name: Students who love their mothers

Event Date: 10/13/14

Is the event free and open to the entire student body? Yes? No?

Describe the Program in detail:

- Speaker Sally Field will present the importance of Mother Appreciation in today's society.

Purpose of the Program:

- Remind students of the importance of our mothers.

What is the value and impact of the program on participants, your organization and the student body?

-It will increase student morale by providing them a reminder of people who love them in their lives.

Please explain how you will market this activity in order to maximize impact and attendance:

-Flyers have been posted on twitter as well as numerous handouts around campus.

Are there any additional funding sources? Explain:

-No

Is this event collaborative? If yes, with whom and what are the roles and responsibilities of each organization?

Yes: SOAR. They will be providing decorations.

TRAVEL WORKSHEET

Winthrop University Student Allocations TRAVEL WORKSHEET

ORGANIZATION INFORMATION

Organization Name: Students Who Make Difference
 Organization Contact Person: Tripp Volk
 Email: Studentallocations@winthrop.edu
 Phone: 123-4567

CONFERENCE INFORMATION

Conference Name: Leadership Conference in Atlanta GA

Conference Date(s): 4/8/14-4/11/14 Location: Atlanta

Number of Students Attending: 5

Event Description/Purpose:

- The theme is to empower students; it will offer us empowerment and skills to harness our own capabilities to bring back to our campus as better student leaders. Events include team builders, guest speakers, and a networking dinner

How does this event advance your groups mission?

-Allow us to grow as individuals and people in order to grow as leaders. This conference will teach us skills relating to leading the way, enabling others, and making a positive difference. We will be able to foster our abilities and meet other leaders from around the country.

What does this event bring back to Winthrop University's campus and student body?

- Students that participate will bring back knowledge and experience to our campus.

Is a graduating senior attending? Yes or no? If so, please justify the benefits to campus:

No

FUNDING POLICIES: (PLEASE READ PRIOR TO SIGNING ALLOCATION REQUEST)

- MUST BE ELIGIBLE TO APPLY FOR FUNDING.
- SAC CAN ONLY FUND A MAXIMUM OF \$2000 FOR ANY SINGLE STUDENT ORGANIZATION PER FISCAL YEAR.
- STUDENT RECEIVING FUNDS TO ATTEND MUST BE ENROLLED THE FOLLOWING SEMESTER.
- IF AN ORGANIZATION WISHES TO REQUEST FUNDS FOR A GRADUATING SENIOR, WRITTEN JUSTIFICATION MUST BE PROVIDED FOR SAC TO CONSIDER THE REQUEST.
- ADVISORS CANNOT PREPAY WITH DEPARTMENT OR PERSONAL FUNDS AND EXPECT TO BE REIMBURSED WITH STUDENT FEE MONEY.
- POST-TRAVEL EVALUATION FORM MUST BE SUBMITTED TO OFFICE OF STUDENT ACTIVITIES (DIGS 269) WITHIN 30 DAYS OF TRAVEL.
- APPROPRIATE RECEIPTS MUST BE GIVEN TO THE OSA WITHIN 5 DAYS FROM THE RETURN DATE.
- ALLOCATION REQUESTS OR QUESTIONS REGARDING TRAVEL SHOULD BE MADE TO THE SAC ADMINISTRATOR (STUDENTALLOCATIONS@WINTHROP.EDU)
- THE COMMITTEE RESERVES THE RIGHT TO DETERMINE THE DOLLAR AMOUNT AT WHICH IT WILL APPROVE AN ALLOCATION.

I HEREBY AFFIRM THAT THE ABOVE REQUIREMENTS REGARDING THIS ALLOCATION REQUEST ARE UNDERSTOOD.

ORGANIZATION REPRESENTATIVE: _____ DATE: _____
 ORGANIZATION ADVISOR: _____ DATE: _____

EXPENSES:		TOTAL COST \$:	REQUESTED COST \$:	APPROVED COST \$:
REGISTRATION:	\$ 250_ (FEE) x _2_	\$ 500	\$500	\$
LODGING:	\$ _75_ (PRICE PER NIGHT) x _4_ (NO. NIGHTS)	\$ 300	\$300	\$
GAS:	_488.88_ (MILEAGE) x .25	\$117.14	\$117.14	\$
AIR:	\$ _ (AIRFARE)	\$	\$	\$
CAR RENTAL:	\$ _ (VEHICLE RENTAL)	\$	\$	\$
OTHER:		\$	\$	\$
		TOTAL:	\$917.14	\$917.14

INCLUDE ANY/ALL DOCUMENTATION THAT WILL AID IN THE COMMITTEE'S DECISION OF ALLOCATION:

- AIRFARE
- MILEAGE
- ITINERARY
- RESERVATIONS
- REGISTRATION
- CAR RENTAL

AGREEMENT TO ATTEND CONFERENCE

I hereby agree to attend the conference listed above, which is being partially funded by the Student Allocations Committee. If unforeseen circumstances lead me to be unable to attend the conference, it is my responsibility to notify the Office of Student Activities as soon as possible in hopes of canceling any plans and expenses being incurred. However, if any travel expenses are not refundable, I agree to reimburse the Student Allocations Committee up to the amount paid for my travel at the discretion of the Student Allocations Committee. This amount will be billed to my Student Account.

Signature

Date

You must fill out and submit a separate Travel Worksheet completely and correctly for each conference with supporting documentation.

Travel worksheet must have advisor signature

WHAT IS SUPPORTING DOCUMENTATION?

mapquest

mapquest

Clear Map

Drag the Icons to Re-Order Your Stops

A rock hill, sc

B columbia, sc

C rock hill, sc

+ Add Stop | **Round Trip** | Options

GET DIRECTIONS

137.62 miles / 2 hrs 15 mins / 2 hrs 18 mins based on current traffic

Est. Fuel Cost Calculate

Gas

137.62 x .25 = \$34.41

Your Reservation Summary

Sheraton Columbia Downtown Hotel

Columbia, SC, US
888-935-7768

Excellent 4.1 / 5

Hotels.com Guest Reviews

TripAdvisor Traveler Rating

Check in Saturday, January 24, 2015
Check out Sunday, January 25, 2015

Traditional Room, 2 Double Beds

Saturday, January 24, 2015	\$145.00
Taxes	\$17.41
Total to pay now	\$162.41

DURHAM, NC

(Please Print)

Name: _____
 Member Affiliate Associate Arrival Date _____

Lodge: _____

Home Address: _____
 Street _____
 City & Zip Code _____
 Phone # _____ E-mail _____

Registration: (Lodge 2 Members and Guest) (Kids 12 and under attend events for free)

- Thursday, August 14, 2014: Irish Night Celebration: (\$15.00 per person) (7pm to 10pm)
- Friday, August 15, 2014: Durham Bulls vs. Charlotte Knights: (\$25.00 per person) (6pm to 10pm)
- Saturday, August 16, 2014: 2014 Bash, Beer Garden & Concert: (\$15.00 per person) (6pm to 11pm)

Lodge 2 Members three event package price: (\$50.00 per person)

Guests (please list):

Name _____ Relationship _____
 Name _____ Relationship _____
 Name _____ Relationship _____
 Name _____ Relationship _____

Make checks payable to: Durham FOP Lodge #2 Total Registration: \$ _____

Budget Breakdown:

- Fruit Tray - \$24.99
- Balloons - 10 * .99 = 9.90
- Center Pieces - 10 * 7 = 70.00
- Cups(100) - 2.99
- Juice (16 oz) - 3.99
- Table Cloths - 5.00 * 10 = 50.00



THE INTERVIEW (IN-PERSON)

- The SAC Administrator will contact your organization if an interview is necessary
- Be prepared to explain your requests and answer questions related to the event
- Bring your own copy of necessary paperwork to the interview
- Interview dates (in-person)
 - Fridays beginning at 2:00 p.m.
 - See website for specific dates
- In order to be considered at the next set of interviews, all paperwork must be complete, TYPED, signed, and returned by Tuesday at 4:30 PM to the Department of Student Engagement (DiGs 269)

Decision of interview is at the discretion of the committee!



ACCESSING YOUR FUNDS

- Funds may only be accessed by your organization's **President, Treasurer, or the person who filled out the paperwork**
- Once you receive notice of your allocations, schedule an appointment with the **Office of Student Engagement** in DIGS 269 to gain access to your funds
- There are options for accessing funds - **NO MAGIC CHECK BOOK** you must plan ahead:
 1. Walmart Purchasing Card
 2. OSE Staff purchase items
 3. Check Request
 4. Reimbursement

Office of Student Engagement Hours

Monday – Friday 8:30 A.M.-5:00 P.M.

ACCESSING FUNDS: OPTION 1

- **Walmart Purchasing Cards**
 - Bring approved SAC email with you to access funds
 - May be signed out for one business day
 - Must return original, itemized receipt to OSE when card is returned
 - Must only purchase at Wal-Mart



ACCESSING FUNDS: OPTION 2

- **Make an appointment with DSE Staff to have them buy items online**
 - Amazon
 - Dollar Tree
 - Party City
 - Walmart
 - Target
 - Any other retailers
- **Bring the full list of what you need to purchase**
 - Prepare by having SKU numbers or links ready
- **Plan ahead for shipping and budget for it if necessary**



ACCESSING FUNDS: OPTION 3

■ Check Request

- Meet with Student Engagement staff (at least 3 weeks before funds are needed) to request a check
- This check can be used to pay for:
 - Performers
 - Speakers
 - Professional services
 - Conference expenses (registration, etc.)
- To use a check request, we will need the payee's Tax ID# or Social Security# to set them up in the Winthrop system to be paid



ACCESSING FUNDS: OPTION 4

■ Reimbursement

- You must turn in **all original receipts** for reimbursement within the **2 weeks** following your event date
- If the allocation is for travel, the traveler must be on the original receipt
- If you fail to do so, you will **forfeit** the remaining funds that were allocated for your event
- Your event **MUST** be approved by SAC before any purchases are made



IF SOMETHING CHANGES...

- **ALL** event changes must be submitted in writing to the SAC Administrator. This includes the following:
 - Date changes
 - Time changes
 - Location changes
 - Registration participants (conferences)
 - All other changes made to your event



FREQUENT REQUEST MISTAKES

- **Try NOT to make mistakes!**
 - Funds allocated to your organization will be used elsewhere if you fail to follow SAC guidelines.
- **Common Mistakes:**
 - Requesting funds too late
 - Missing deadlines
 - Sending someone to the interview who doesn't know anything about the event or request
 - Forgetting to include supporting documentation
 - Not typing your packet
 - Forgetting to calculate round trip mileage
 - Forgetting to calculate tax or shipping costs



HOW DO I APPLY FOR FUNDING?

- Submit all necessary paperwork by the **Tuesday before** your interview by 4:30 PM (budget information, event/travel worksheet, program request justification, and **required** supporting documentation)
- *Paperwork must be typed, complete, and correctly filled out*
- *Packet can be downloaded from the Student Allocations webpage*



SAC WEBSITE

★ Our website includes the following printable items:

- ★ SAC Guidelines
- ★ Allocations Request Packets
 - ★ Event/Travel Worksheet
 - ★ Budget Information Worksheet
 - ★ Event Information/Justification Worksheet

Visit our website for information and updates:
<http://www.winthrop.edu/studentallocations>



2022-2023 TRAINING, PACKET, AND INTERVIEW DATES:

SAC Training (DiGs 114)	Packets Due (DiGs 269)	Interview (DiGs 221)
Friday, Sept. 16 th	Tuesday, Sept. 20 th	Friday, Sept. 23 rd
Friday, Oct. 7 th	Tuesday, Oct. 11 th	Friday, Oct. 14 th
Friday, Oct. 28 th	Tuesday, Nov. 1 st	Friday, Nov. 4 th
Friday, Nov. 11 th	Tuesday, Nov. 15 th	Friday, Nov. 18 th
Friday, Jan. 13 th	Tuesday, Jan. 17 th	Friday, Jan. 20 th
Friday, Jan. 27 th	Tuesday, Jan 31 st	Friday, Feb. 3 rd
Friday, Feb. 17 th	Tuesday, Feb. 21 st	Friday, Feb. 24 th
Friday, Mar. 3 rd	Tuesday, Mar. 7 th	Friday, Mar. 10 th



QUESTIONS, CONCERNS, WORRIES?

- For assistance or clarification, please contact **Jaquarius K. Norman**, SAC Administrator.
- **Email:** studentallocations@winthrop.edu
- **Office #:** 803.323.4160
- **Location:** DiGs 269

Jaquarius K. Norman's (SAC Admin) Office Hours

Monday & Wednesday: 11am-1:45pm

Tuesday & Thursday: 11am-1:45pm/3:45pm-5pm

Friday: 11am-3:30pm or by appointment!

DiGs 266—I am happy to serve you! 😊

**CONNECT WITH US
ON IG!**



@WUENGAGEMENT



Thank You

