

Royal College of Science Union

Minutes of the 1st meeting of the Clubs and Activities Committee

Held at 18:00 on 19th October 2016 at the RCSU Office (Sherfield 214D)

PRESENT:

- Lloyd James – RCSU President (LJ)
- Michael Edwards – RCSU Honorary Secretary (ME)
- Griffin Farrow - RCSU Honorary Junior Treasurer (GF)
- Jonathan Risley – BioChemSoc President (HM)
- Iram Cook-Monie – BioSoc President (ICM)
- Michael Suarez - ChemSoc Secretary (MS)
- Harrison Zhu – MathSoc President (HZ)
- Thomas Waite – PhySoc Chair (TW)
- Laura de Arroyo Garcia - SynBIC Chair (LAG)
- Fraser Goldsworth – PhySoc Treasurer (FG)
- Tessa Caussyram – BioSoc Treasurer (TC)
- Min-Woo Hong – ChemSoc Treasurer (MWH)
- Abhishek Mukherjee – MathSoc Treasurer (AM)
- Charlie Cook - SynBIC Treasurer (CC)

APOLOGIES:

- Stephen Davies – BioChemSoc Treasurer (JC)
- Cat Saunders – ChemSoc President (CS)

ABSENT:

OBSERVERS:

Meeting opened at 19:00

A. RCSU Publicity and DepSocs

RECEIVED: LJ delivered this item.

NOTED:

1. There have been identified some issues with communication with the requirements for DepSocs to advertise RCSU events.
2. To rectify this, LJ proposed to add the RCSU Publicity Officer, Ben Collier, to the Facebook pages of each DepSoc to ensure we can publicise as effectively as possible

RESOLVED:

- a. To accept this change.
- b. LJ to email the details required to add BC to the DepSoc pages

B. Budgeting Process

RECEIVED: GF and LJ delivered this item.

NOTED:

3. LJ ran through the process for last year, and reminded everyone to take into account any changes in activities or sponsorship attained. Every aspect of the proposed budgets will be scrutinised and DepSocs are typically given 40% of their core activity request.
4. FG asked if any decision had been made on this year's process - LJ stated that the policy for this year has yet to be set, although current proposals are that the budget for development of activities will be subsumed into the core budget, leaving development to come from SGI or College.
5. LJ stressed that due to the 'Mums and Dads' schemes run by the DepSocs, a large proportion of the funding can come from the Welfare budget (CSPB - W).
6. Grant allocated can be affected by spend and sponsorship across the year, and so considerations of how much sponsorship you have received will be made. This tends to be minor for DepSocs compared to other CSPs.
7. LJ will send round last year's Budgeting policy for consideration - it is considered that the policy will be similar, with dates changed and the changes in Point 4.
8. LJ advised the officers to come to the RCSU officers, as we are here to help you consider your costs and spend, and we need to know your budgets well in order to defend them.

RESOLVED:

- c. LJ to email the 2015-16 Budgeting Policy to the DepSoc officers.
- d. LJ to email the 2016-17 Policy when set at CSPB.

C. Approval of the Minutes of Last Meeting

RECEIVED: ME delivered this item

NOTED:

9. No issues are reported with the minutes.

RESOLVED:

- e. To pass the minutes.

D. PhySoc Report

RECEIVED: TW and FG delivered this item.

NOTED:

10. The report is as tabled in Appendix One - PhySoc Report.
11. As of the meeting - 135 tickets have been sold for the PhySoc Christmas Dinner.

RESOLVED:

- f. To pass the report.

E. MathSoc Report

RECEIVED: HZ and AM delivered this item.

NOTED:

12. The report is as tabled in Appendix One - MathSoc Report.
13. Sponsorship for MathSoc is as follows - £700 from Actuaries, £600 from the department, and an undisclosed amount from Morgan Stanley. HZ reported issues with emails to Morgan Stanley which were confirmed by PhySoc.
14. HZ has confirmed some lectures by external professors, including a professor from Trinity, Cambridge.
15. TW asked how HZ and MathSoc managed to get academics to come to the Christmas dinner. HZ and AM explained that they did an FB poll for the popular vote, and invited them directly.

RESOLVED:

- g. To pass the report.

F. ChemSoc Report

RECEIVED: MS and MH delivered this item.

NOTED:

16. The report is as tabled in Appendix One - ChemSoc Report.
17. ChemSoc have also been approached to collaborate on the IsraeliSoc lecture with PhySoc.
18. LAG asked where the ChemSoc Careers Fair was held - MS stated that the space used was the Flowers Building, although the SAF Foyer was raised by LJ as an equally versatile space.

RESOLVED:

- h. To pass the report.

G. BioChemSoc Report

RECEIVED: JR delivered this item.

NOTED:

19. The report is as tabled in Appendix One - BioChemSoc Report.
20. GF, in answer to the question in the report, stated that VAT cannot be reclaimed on sales. Since the Union is a VAT-registered business, it pays no VAT on purchases but only VAT on its sales. LJ discussed the rules and processes for VAT in the Union.
21. To reiterate requirements for claims, GF asked that officers request a VAT receipt for all purchases, otherwise they are losing money. A credit card receipt is not sufficient evidence. MH asked what to do if they are dealing with an issue with a receipt from a few months back. LJ and GF asked that they come see them.

RESOLVED:

- i. To pass the report.

H. BioSoc Report

RECEIVED: ICM and TC delivered this item.

NOTED:

22. The report is as tabled in Appendix One - BioSoc Report.
23. BioSoc are entering a team for a PwC competition to gain sponsorship, and hope to get a place in the national competition for up to £2,000.
24. ICM is considering using students to run Queens Tower tours for fund raising. No issues were raised, and so this can be considered further.

RESOLVED:

- j. To pass the report.

I. SynBIC Report

RECEIVED: LAG delivered this item.

NOTED:

25. The report is as tabled in Appendix One - SynBIC Report.
26. LAG discussed the main aims of the society, and explained some of the issues they're facing.

Minutes

Clubs and Activities Committee (2nd Meeting)

27. LAG raised that the society had successfully secured subsidised and free tickets to a conference on synthetic biology, that had initially cost up to £200.

RESOLVED:

- k. To pass the report.

J. AOB

NOTED:

28. LJ asked that all further enquiries are raised to GF - as the HJT he is there to address concerns with financial issues as well as eActivities.

29. The Big Freeze has been postponed to January and needs to be scheduled to make the best of student availability. The provisional date is 23rd January.

- o PhySoc, MathSoc and ChemSoc have no issues.

- o BioSoc and BioChemSoc have an issue with first year exams.

30. MS asked that all communications with ChemSoc be directed to the email from now on. ME raised that the ChemSoc chair had asked to be contacted by Facebook, but will happily change to accommodate the needs of the committee.

31. MS also asked where to find information on Union Policy - ME and LJ explained where to find information.

32. FG and TW raised questions on what funding streams can be used for what spending - LJ acknowledged that the current situation was rather vague, and that the Union is revising its training in this area.

33. LJ suggested that an FB group be formed to enable better inter-DepSoc communications.

The meeting was then adjourned, and the attendees thanked for their attendance.

Meeting closed at 20:00.

Physoc 29/11/2016: Activities and Finances Report

Completed Activities

- **Research Frontier – Space and Atmospheric Physics**
Date: Thurs 10th Nov
- **Research Frontier – Plasma Physics**
Date: Thurs 17th Nov
- **EY Seminar**
Date: Weds 23rd Nov
Description: EY seminar on the 4th Industrial Revolution. Invited Physics students to attend and find out more about what EY does. ~6/7 of the ~25 students attending were from Physics
- **Physoc hit up the Tri Union Takeover**
Date: Thurs 24th Nov
Description: Event to raise awareness of the Tri Union bar night and encourage Physics students to attend
- **BCG Internship Competition**
Date: Weds 30th Nov
Description: Case study competition open to Physics students. Winning the competition grants you a fast pass to first round summer internship interviews with the firm

Planned Activities

- **Physics in Industry Talk: Rolls Royce**
Date: Thurs 1st Dec, 5 – 6pm
Description: Department's physics in industry talk. Physoc will raise awareness
- **Physoc go Ice Skating**
Date: Tues 6th Dec
Description: Social event to the NHM ice skating. Physoc will buy ~20 tickets and sell to students
- **Research Frontier – Condensed Matter Theory**
Date: Thurs 8th Dec
- **Physoc hit up the Winter Festival**
Date: Sat 10th Dec
Description: Social trip to the Union and Snowsports freestyle competition in Beit quad. Physoc to provide mince pies and mulled wine prior to going
- **Christmas Dinner**
Date: Tues 13th Dec
Description: Christmas dinner with 150 tickets available. Ticket sales close on 29th Nov and are going well, 28 student tickets left when last checked

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Clubs and Activities Committee (2nd Meeting)

- **Joint lecture with Israeli Society**

Date: Thurs 15th Dec

Description: Prof. Lucio Frydman is giving a talk on his research. Physoc joint hosting with Israeli society

Finances

Sponsorship

- All invoices have been sent
- Total sponsorship income should total: £2700

Research Frontiers

- Department still providing £100 per lecture, for refreshments

Christmas Dinner

Subsidy

- Department providing £10 per person to Physoc
 - Physoc subsidising £9 per person (from SGI)
- ##### Cost to Physoc
- Total cost to Physoc dependent on number of tickets sold
 - Min number is 80, cost to Physoc = £720
 - Max number is 150, cost to Physoc = £1350
 - Physoc is paying all the money initially out of Physoc accounts. Will then settle with the department

Physoc hit up the Winter Festival

- ~£50 on mince pies and mulled wine

RCSU Report – MathSoc 29/11/2016

Activities

Halloween Cake Party (£50):

This was hosted in mid-November in the Maths Common Room and involved plenty of cakes and beverages. An extra element of excitement was added to this event when we asked people to bake their own 'spooky' cakes to complement the occasion of Halloween. This was a successful event, well-attended and was cost-effective.

Christmas Dinner:

Due to happen on 12/12/2016, this is our annual headline event. Hosting in the highly popular Rembrandt Hotel, we have already secured 150 attendees, including 10 members of staff, and a deal of £37/per person with the hotel. The deal includes the use of the dance floor, projector, the dining chamber, ½ a bottle of wine and a 3-course meal. A security deposit of £1000 had already been paid to secure the booking and we will be paying for the whole cost in due course.

Christmas Costume Day and Movie Night:

Planned for 14/12/2016, everyone will be encouraged to dress up in Christmas costumes, with prizes for the most exotic ones, and there will be a film night during the evening.

Quiz

Planned to take place next term, it is still very much in the preparation stages. However, the format will be roughly the same as the quiz last year: quiz and pizzas.

Budgeting

This is our projected balance up until today.

Description	Amount
Income	
Grant	£567.49
	£4,641.9
SIG	0
	-£1,818.
College	90
Tickets (removing partial values from Transaction lines)	-£1,666. 65

Minutes
Clubs and Activities Committee (2nd Meeting)

Xmas Tickets for Profs. (10 tickets @ £37)	£370.00
	£2,000.0
Xmas Tickets (80 tickets @ £25)	0
Xmas Tickets (30 tickets @ £30)	£900.00
	£1,110.0
Xmas Tickets (30 tickets @ £37)	0
Expenditure	
	-£1,000.
Hotel Deposit	00
	£5,103.8
Total	4

Minutes

Clubs and Activities Committee (2nd Meeting)

ChemSoc Term 1 Report

Funding:

Get on well with the department so we aite. Will have a second sponsorship drive after Christmas to try and fund larger events

Activities:

Careers Fair – 25/10/16

- >300 attendees
- 14 stands with 10 external companies
- Good feedback from company reps

P&G Sponsored Lunch – 31/10/16

- ~100 attendees
- Food slightly disorganised but have made changes to catering based on that (bags not buffet)

Imperial Fringe Stand – 3/11/16

- ~850 attendees
- Outreach paid

Alumni Careers Chats – 8/11/16

- ~ attendees (30 students)
- Issues with late start time so not so many students came

Trampolining with DoCSoc and BioChem – 19/11/16

- Not much interest from Chemistry
- If having a Saturday event need to publicise well in advance
- Good feedback from attendees

Curry Night – 24/11/16

- 42 tickets sold
- £2-4 subsidy
- Promoted as family event (discount)

Nick Brooks Seminar – 28/11/16

- Have catered for 90 people (dept paying)

Stand at Science Museum Lates – 30/11/16

- Similar stand to Imperial Fringe
- Expected 4000 visitors total over the night
- Have assembled volunteers
- Dept/Outreach paying

Peter Sarre Seminar – 8/12/16

- External speaker
- Evening so expected ~50-60 attendees

Minutes

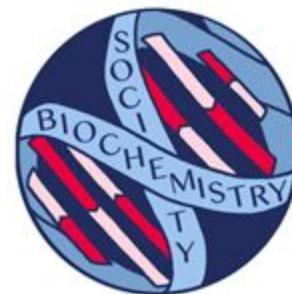
Clubs and Activities Committee (2nd Meeting)

Christmas Dinner – 13/12/16

- 230 attendees
- All going smoothly
- £5k funding from department
- Rest covered from ticket sales

BioChemSoc

Nov report



Activities since last meeting:

1. Biochem Jungle themed pub crawl - which was the most successful pub crawl we have ever hosted, we had between 50-60 people for the majority of the crawl and managed to make it into Slug at around 11:15, with no issues. Improvement for next time, BiochemSoc brought some animal costumes, but they were lost within 5 minutes, I had an idea to strap all the freshers together and give them eggs, it was a bit optimistic for the journey from Hammersmith to Fulham and eggs were cracked in pubs.
2. Teach first - Application advice, was a good event with 20 people attending which meant that it triggered the contract for TeachFirst to pay for the food, however we massively over brought, so ended up giving it away to Biochemists for lunch the next day.
3. Biochem Bowling - we paid a deposit for 20 students, however, due to clashes with timetables the event was delayed twice, which meant the overall attendance was very poor. The deposit was on refundable, so we have saved it and will use it for another event later on in the year
4. Tri-society trampolining - joint between ChemSoc, DoCSoc and BioChemSoc. Our attendance was the best with 25 students from our society, and the remaining 28 coming from the other societies. The event was subsidised by each society and we followed it up with a meal in Nando's. issue was - the fact that tickets were sold on the Biochem union section and that advertisement occurred through our page, I think it influenced the number attending from other societies.
5. Bristows academic event - had 30 students attend a free talk about patent law, the speaker was very impressed with the turn out, and I think it could be a future avenue for sponsorship if followed up appropriately.
6. Biochemistry Ice skating, we subsidised it by £4 each, and 50 tickets sold out a week in advance. Event was successful, nothing to be improved.
7. The Biochem hoodie order has been placed, for 74 hoodies in total

Activities Planned:

1. Biochem 10 pin-bowling take 2
2. Biochem Trip to Mexican Restaurant
3. BiochemSoc Games Evening
4. BioChemSoc Poker Evening
5. Bristows Academic Event – Number 2
6. BiochemSoc Pub Crawl - Nov
7. BiochemSoc Film Evening
8. KPMG Academic Event
9. KCL Academic Event

Minutes

Clubs and Activities Committee (2nd Meeting)

10. Biochem Christmas Cocktail Night - Friday 9th Dec
11. Joint Biochem and BioEng event in Jan

Sponsorship:

1. KPMG – will be paying in the £740 shortly
2. TeachFirst – will be paid in shortly- £300 as well as the additional £100 per academic event.

Questions: how do we ensure that the Union doesn't always take VAT on everything we sell?

RCSU BioSoc Report
Meeting 30th November

Past events:

Bubble Football

20th October 7pm, PlayFootball at Shepherds bush. Up to 40 people. Only 16 tickets sold. Low attendance attributed to lack of advertising to freshers.

Mums and Dads Free Pizza

Held during Biology reading week Friday 11th November. Free pizza event prior to Noah's Ark Pub Crawl. Popular event with ~80 attendees

Noah's Ark Pub Crawl

Annual event, to be held during Biology reading week Friday 11th November. Pub crawl through Fulham dressed as animals. Popular event with ~50 attendees

Upcoming events:

Christmas Dinner

9th December 7:30pm, the Rylston in Fulham. 50 tickets at £24.50, subsidised to £15 (total DepSoc subsidy £475). 9 tickets currently left to be sold by Friday 2nd 1pm.

Budget 2016/17

Funding (Code)	Total Amount (£)
Grant (0)	127.56
SGL (1)	1,930.66
College (4)	481.72
	2,539.94

Currently spent £675, £1864 left for year.

Planning on spending ~£800 on term 2 events

- Mums and Dads event
- Boozy bowling
- "Take me out" event
- Trip to longleat?

Planning on spending ~£1000 on term 3 events

- End of year ball
- Mums and dads event



Email Address
synbic@ic.ac.uk

Total subscribers
320 subscriptions
(mailman)
33 members (ICU)

Facebook page
www.facebook.com/synbic

Twitter
www.twitter.com/synbic

Official Website
www.synbic.com

Other links:
[http://
www.imperial.ac.uk/
synthetic-biology/
csynbi/synbic/](http://www.imperial.ac.uk/synthetic-biology/csynbi/synbic/)

[https://
www.imperialcollegeuniversity.ac.uk/activities/a-to-z/
synthetic-biology](https://www.imperialcollegeuniversity.ac.uk/activities/a-to-z/synthetic-biology)

RCSU Synthetic Biology Activities Report

Society Goals

SynBIC, the Synthetic Biology Society at Imperial College, aims to be a conduit for propagating understanding, enthusiasm and passion about the field of synthetic biology by bridging the gap between students, research groups and industry. It is a society for undergraduates, postgraduates and staff interested in synthetic biology. We are also accessible to people from any background, including engineers, designers, biologists and mathematicians. We believe that this reflects the growing need for multidisciplinary collaborations in the field, both in the academic and commercial applications of synthetic biology.

At SynBIC, we aim to bring together all involved parties as follows:

- Students from all backgrounds benefit via guidance, network and access to industry or research placements in a field they are passionate about. Access to top experts, entrepreneurs and mentors in the field is a top priority, but so is access to information and training for future careers in synthetic biology.
- Synthetic Biology groups at Imperial College would benefit from having access to a pool of enthusiastic and diverse young talent for UROPs, who are likely to stay in their field of research and contribute to its betterment. The diversity would also encourage cross-collaboration across different departments, as well as other universities and synbio hubs in the UK.
- Companies (start-ups and larger corporations) choosing to partner with SynBIC to offer placement opportunities would also benefit from access to a constantly renewing talent pool.

Committee Members

Laura de Arroyo	President	Aditi Satija	External Relations
David Todd-Jones	Vice President	Harriet Oliver	Social Secretary
James Davis	Secretary	Cameron Doughty	External Relations
Charlie Cook	Treasurer	Alex Dack	Promotions Officer

Summary Stats

- Total subscriptions: 320
- Facebook followers: 202
- Total events run: 2
- Total attendance: 50+

Welcome Event

- **Date:** 10/11/2016
- **Total attendance:** 25+
- **Costs:** £65 (pizza and beer)

SynBIC Seminar 1

- **Date:** 29/11/2016
- **Topic:** Introducing Synthetic Biology
- **First session speaker:** Professor Richard Kitney
- **Second session speaker:** Dr Ben Reeve
- **Attendance:** 25+
- **Costs:** £65 (pizza and soda)

SynBIC Seminar 2

- **Date:** 6/12/2016
- **Topic:** Applications of Synthetic Biology
- **First session speaker:** Dr. Tom Ellis
- **Second session Speaker:** To be confirmed
- **Attendance:** N/A
- **Costs:** £65 (budgetted)

Achievements

Since the start of the 2016-2017 season, SynBIC has successfully collected 320 subscriptions, up by 100 from last year, recruited a total of 33 members, up by 31 from 2015, and have 202 likes on our Facebook page, up from 78. We have secured the support of CSynBi and SynBiCITE for another year and continue to hold partnerships with SynBioBeta, Twist Biosciences and recently Benchling. We have so far delivered 2 events this term, a Welcome Networking session and the first of our SynBIC seminar series, and will have a second seminar on December 6, the final event before the end of this term.

Furthermore, we have secured 14 free registrations for the IET Synthetic Biology Conference coming up on December 13-15 for 14 Imperial College students, securing a subsidy of £1,848 (£132 per student ticket).

Current Activities

1. SynBIC Seminar Series:

- **Description** – Set of lectures aimed to introduce 1st and 2nd year students to the basic concepts and exciting areas of focus in synthetic biology
- **Target Audience** – Undergraduate and postgraduate audience that may not have been exposed to synthetic biology concepts before.
- **Promotion** – Promoted via our mailing list, Facebook events and reminders on our Facebook and Twitter pages. We have also been able to make announcements through our respective departments. Word of mouth has also been a driving factor, in addition to the distribution of flyers

Upcoming Activities

2. iGEM Information Session:

- **Description** – iGEM-inspired session to better inform the students about the iGEM competition, how to apply, the personal experience, what to expect from a high-intensity, high-pace summer program and its benefits.
- **Structure** – Three past Imperial iGEM members present a short recap on their projects, followed by a Q&A session. This is followed by a casual chat over soft drinks and pizza.
- **Target audience** – Suitable for any undergraduate students who want to know more about iGEM or may be considering applying.
- **Promotion** – Promoted via our mailing list, Facebook events and reminders on our Facebook and Twitter pages. We have also been able to make announcements through the synthetic biology course available to bioengineering and life sciences students

3. SynBioBeta London:

- **Description:** SynbioBeta's aim is to encourage the gathering and exchange of information from industry pioneers. Every year, SynBioBeta London takes place at Imperial College. SynBIC has a slot to speak onstage, and our own stall where we can distribute leaflets and promotional material, a great

Upcoming Activities

opportunity to scout industry partners.

This year we will make available again the opportunity to volunteer at SynBioBeta to our SynBIC members, as this is a valuable opportunity to watch talks and feel the pulse of where the industry is headed. SynBIC is also hosting a short essay competition where the winning prize is a free ticket to SynBioBeta.

- **Structure** – Talks, showcasing, panel discussions and networking sessions over three days.
- **Event link available here** – [www. synbiobeta.com](http://www.synbiobeta.com)
- **Target audience** – Largely synthetic biology companies, students and prominent research groups are often in attendance.
- **Promotion** – Mailing list, Facebook event, Short essay competition.

4. Journal Club:

- **Description** – To learn more about the latest synbio research, develop critical thinking, presentation skills, science communication and meet like-minded people.
- **Structure:** This session consists of a 15-minute presentation of a cutting-edge research publication and a 45-minute group discussion.
- **Target Audience** - It is open to both undergraduate and postgraduate students
- **Promotion:** Unlike the Seminar series and iGEM event, the journal club was promoted last year via a separate mailing list, gathered after collecting interest forms.

5. 'End of Year' party:

- **Description:** To celebrate the end of the season, we host a panel event followed by an evening event with drinks, food and prize-giving previously sponsored by Twist bioscience and the SynBICITE.
- **Structure:** Panel discussion followed by a short presentation on SynBIC's achievements and future projections, prize-giving and finally nibbles and mingling.
- **Target audience:** Staff and students that have been part of the SynBIC season, either by volunteering their time or by regularly attending our events.
- **Promotion:** Facebook event and Mailing list.

Challenges

Minor and major challenges encountered so far have been outlined before:

- **Frozen accounts** – Since the beginning of the new season (August 2016), outstanding paperwork has been promptly completed (apart from this report). However, our society's contact details did not go through until two weeks ago only, resulting in the freezing of our accounts. This has however now been resolved.

- **Finances** – Quite simply, our committee is still very lost with regards to how to cover for expenses and how to use our accounts in general.

- **Sponsorship vs. donation** – We are directly supported by the Synthetic Biology Hub at Imperial. They cover expenses by claiming outreach activities out of existing grants. In an ideal scenario, they would transfer our allocated budget into the SynBIC accounts, allowing us to cover for expenses directly from our union account. However, reporting this as sponsorship money would mean that we would need to pay tax, but registering it as a donation is also not ideal, because the financial support provided by CSynBI would not be 'official'.

- **Team dynamics** – It is the first year that SynBIC is running as a fully affiliated society. This has involved a drastic change and restructuring of the committee, requiring the allocation of official roles. Recently it has been of concern that the workload allocation is not fairly distributed, and that team dynamics have not been well settled. However, it is something that we as a committee are aware of, and will thrive to resolve.

Summary Finances

Detailed Expenditure (past events)				
Event	Cost factors	£/session	£ Total	Comments
Seminar Series	Pizza	58.47		
	Drinks	5		Receipt available on demand
			63.47	
Welcome Event	Pizza	60		
	Drinks	5		Receipt available on demand
			65	
			128.47	Total expenditure

Cost Estimates (future events)				
Event	Cost factors	£/session	£ Total	Comments
Journal Club	Tea and biscuits	10		
	Printing credit	5		
			135	Cost for nine sessions
Seminar Series	Pizza	60		This has been estimated based on holding 5 more lectures next term. A printing cost has also been included to cover for feedback forms
	Drinks	5		
	Printing credit	5		
			350	
iGEM Information Session	Pizza	60		
	Drinks	5		
			65	
SynBioBeta	T-shirts			Adapted from 2015 expenditure, which covered T-shirts, business cards and banner
	Business cards			
	Banner			
	Leaflets			
			250	
			800	Predicted budget