



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: 12 Organization: _____
 Date Received: 11-5-18 Person submitting form: _____
 Email address: _____
 Phone: _____
 Sponsor: Jessica Medina Date: November 07, 2018
 Co-Sponsor: Myra Hernandez Date: 11/7/18

em sent 11/26

Amount Requested: S3,600 for Fall 2018/Spring 2019

1400 food
1200 supplies

Name of person that will process your Banner requisition(s): Monica Jones

Signature (of person listed above): see attached from monica Jones Ext. [Redacted]

NOTE: The person listed MUST have completed Banner Requisition Training; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.

Name of Event: ACCESS Club End of the Year Celebration for Fall 2018/Spring 2019 Semester

Date of Event: Wednesday, December 5, 2018/ TBA **Location:** BLDG. 9E-2080
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Manoj Jayagoda **Extension:** [Redacted]

Advisor Signature: Manoj Jayagoda [Redacted] **Date:** 10.26.18

If this is a conference request then provide the name and extension of the advisor attending.

Name: _____ **Extension:** _____

A.S. Senate

For: _____ Against: UNANIMOUS Abstain: _____ Date: 11/3/18

A.S. Executive Board

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. President

Signature _____ **Date:** _____

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit:

End of the year celebration that benefits students by allow ACCESS students, veteran students, friends, and allies to wind down and create a safe and inviting space that strengthens the student community. In addition, we are requesting funds for club supplies for the Spring semester and Join-A-Club Days. This is the biggest event for the club and it is a meaningful even that brings together several different student populations.

Anticipated number of attendees: 50 (120+ attended in the past)

Students participating in this activity must have paid their current activity fee. NOTE: Student Life no longer gives out "stickers" for the activity fee. Fees must be verified electronically, via the Associated Students website.

Who will be verifying this information? Check-in table and one-on-one interaction at the entrance.

Cost breakdown: <i>(Please be specific and include a separate line item for each expense).</i>	Funds Breakdown Total: \$1,800
\$500 for Club T-shirts (M/L/XL-including shipping/handling, packaging/placement fees)	meetings
\$700 for End of the Semester Celebration	-Potato Salad/Macaroni salad: \$40.04
-Eight 16 piece fried chicken meal: \$106.32	-4 Veggie platters: \$120
-Four trays of sandwich rolls: \$139.96	-32 lbs of potato wedges: \$45
-Four party subs: \$159.96	\$50 beverages
	\$20 utensils
	-office supplies for officers to stay organized/for club use
	-supplies for Join-A-Club
	-other general supplies for club

FUNDING CONDITIONS:

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all requisitions with approved vendors through the Banner system. Associated Students will NOT provide an expense envelope or petty cash for purchases. Petty cash may be reimbursed up to \$200.00. Although forms must be signed by the Director of Student Life, you (the requestor) are responsible for ensuring that all necessary forms and/or Banner requisitions are processed within the required timeframe.

This form must be completely filled out (requestor should complete all areas in blue type) and submitted to the A.S. Secretary at least 4 WEEKS prior to the date of the event/activity to be considered for funding. This will allow the Associated Students to review the nature of your request, approve the request, complete the process of allocating funds, and allow appropriate time for the event/activity to be advertised (in accordance with the A.S. Publicity Directive). NOTE: If the event requires Board of Trustees approval (i.e. payment for speakers, performers, contracts, or out of country travel), clubs must submit the Board item to the Associated Students Secretary by the first of the month PRIOR to the month of travel or event. Other groups must submit board item(s) through their division.

Advisor: MJ Please initial to indicate that you have read and understood the A.S. "Funding Conditions" Manoj Jayagoda [redacted]

INDEPENDENT CONTRACTOR(S):

If your event(s) requires that you pay speakers or performers for services, please complete the information below (A.S. does not make "donations" to groups). Any money paid for a service is considered to Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).