



# Appropriation of Funding

Associated Students, Mt. San Antonio College

For	Use	
Request #:	15	<b>Organization:</b> <u>Circle K Club</u>
Date Received:	12.20.16	<b>Person submitting form:</b> <u>Linda Diaz</u>
		<b>Email address:</b> [REDACTED]
		<b>Phone:</b> [REDACTED]
Sponsor:	<u>Estelita Duran</u>	Date: <u>2/27/17</u>
Co-Sponsor:	<u>Justin Desrochers</u>	Date: <u>2/28/17</u>

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<b>Amount Requested:</b> <del>\$3,456.00</del> \$1200	
<b>Name of person that will process your Banner requisition(s):</b>	
<b>Signature</b> (of person listed above): <u>Sue Ceja</u> Ext. [REDACTED]	
NOTE: The person listed <b>MUST</b> have completed <u>Banner Requisition Training</u> ; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.	
<b>Name of Event:</b> <u>MT. SAC CIRCLE K INTERNATIONAL DISTRICT CONVENTION</u>	
<b>Date of Event:</b> <u>March 17-19, 2017</u>	<b>Location:</b> <u>Riverside, CA</u>
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)	
<b>Advisor Name:</b> <u>Linda Diaz</u>	<b>Extension:</b> [REDACTED]
<b>Advisor Signature:</b> <u>[Signature]</u>	<b>Date:</b> <u>12-13-16</u>
If this is a conference request then provide the name and extension of the advisor attending.	
<b>Name:</b> <u>Linda Diaz</u>	<b>Extension:</b> [REDACTED]

**A.S. Senate**

For: 7 Against: 4 Abstain: 0 Date: 3/7/17

**A.S. Executive Board**

For: 5 Against: 0 Abstain: 0 Date: 3/7/17  
CONCUR

**A.S. President**

\* Approve \* Veto Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

The District Convention for Circle K International (CKI) held in March provides leadership training sessions for club officers, members and advisors and motivates members to effectively carry out the myriad planned service activities of their clubs. This Convention is held over a weekend - this year in Riverside. Approximately 600 + CKI members converge, including UC's - Los Angeles, Berkeley, Davis, Irvine and CSU's - Pomona, Los Angeles, many community colleges from California, and a few from Hawaii and Nevada. With such a population in attendance, students definitely develop not only friendships, but a circle of contacts that can prove fruitful throughout their lives. Many of the workshops are led by seasoned club members so there are opportunities to develop and present informational sessions for the Convention.

It is an essential event as it will be the first training of the newly elected 2017 Circle K officers from each college. Of particular note is the election of the new district officers, announcement of award recipients for service and leadership, motivational speakers and sessions and other district business. This Convention encourages each club to send as many members as possible as the venue is usually a hotel.

Mt. SAC CKI members return from this event with a greater appreciation of volunteerism and altruism. They discover their leadership talents and skills which can be utilized not only during their education, but also in their future careers. They learn how to plan events and organize projects. The application of these skills can enhance classroom participation, encourage greater involvement in campus leadership positions as well as positively increasing one's self-confidence and personal growth. In addition, the network of acquaintances between the college and university students definitely motivates Mt. SAC students to prepare to transfer.

**Anticipated number of attendees: 12**

**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?**

All members of Circle K are required to have paid their student activities fee and club dues in order to be an official member of the club and able to attend the Convention. This will be confirmed by the Advisor, Linda Diaz

**Cost breakdown:** *(Please be specific and include a separate line item for each expense).*

Accommodation: Hotel in Riverside, CA – Hotel yet to be determined by Kiwanis

Price per night for a room (include tax):	\$143.00
Rooms required (bed)	6 rooms
Nights	2 nights
Total Accommodation fee	\$ 1,716.00

Registration


Registration fee per person	\$145.00
Number of attendees	12
Total	\$ 1,740.00

Grand Total	\$3,456.00
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**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. 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 **6 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 state 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:  Please initial to indicate that you have read and understood the A.S. "Funding Conditions"