



Appropriation of Funding

Associated Students, Mt. San Antonio College

emsent

For Office Use Only

Request #: 17
Date Received: 3.28.16

Organization: Agriculture Department -- Farm Day
Person submitting form: Jamie Phillips
Email address: [REDACTED]
Phone: [REDACTED]

ok done

Sponsor: _____ Date: _____
Co-Sponsor: _____ Date: _____

Amount Requested: \$4,050 \$2150 approved

Name of person that will process your Banner requisition(s): Matthew Pawlak or Brian Scott

Signature (of person listed above): [Signature] 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: _____

Date of Event: May 7, 2016 Location: Mt. SAC School Farm
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Jamie Phillips Extension: [REDACTED]

Advisor Signature: [Signature] Date: 3/25/16

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

Name: Type Here Extension: Type Here

A.S. Senate

For: 3 Against: 1 Abstain: 1 Date: 4/5/16

A.S. Executive Board

For: 5 Against: 0 Abstain: 0 Date: 100% conc 4/5/16

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 main purpose of our Farm Day event is to get our students and our community more involved in sustainable agriculture. The actual Farm Day Event itself is offered at NO COST to the public because it is our way of trying to give back to our students and community. We hope that everyone will be able to take full advantage of our facilities and all the activities we have planned for the day. Farm Day is solely run by faculty, staff, and students. The Agriculture faculty and staff coordinate the event with roughly 100 student volunteers from our program. This event helps make everyone aware of Mt. SAC's Agricultural Sciences Program and it showcases everything our department has to offer. Farm Day especially highlights our school farm and allows both students and our surrounding community to interact with one another. Furthermore, everyone gets to have a little bit of hands-on experience when it comes to our plants and animals. Each year we try to mix it up, but usually we always have an opportunity for interaction with sheep, pigs, horses & sometimes cattle. In addition, people are able to "sow their own seed" and take home their plant as it is something to always remind them of their pleasant visit they had at Mt. SAC. This year we will be doing multiple events which range from hay ride tours, to sheep shearing, interaction at the petting zoo, pony rides and so much more fun on the farm. The main purpose again is just to make people more aware of the valuable role agriculture has in their daily lives and to provide a fun and educational experience when visiting this fantastic institution.

Anticipated number of attendees: 1000-1500 people

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?

Since this is a free event to both our students and our community we will not be able to verify if every student has paid their fees. However, we will make sure that our main student leadership, which is our Agricultural Ambassadors, have paid their Associated Student Fees.

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

See Attached

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

Farm Day Cost Breakdown Request for Associated Students

ITEMS REQUESTING	COST BREAKDOWN
Promotional Supplies:	\$1000.00
• Flags	\$450
• Signs/Banners	\$400
• Pens	\$150
Miscellaneous Supplies:	\$350.00
• Face Paint	\$150
• Paint and Cut Out Material	\$150
• Ziploc's & Zip ties	\$50
Food:	\$500.00
• Soda	\$100
• Water	\$100
• Hamburgers/Hot Dogs	\$300
T-Shirts for Volunteers	\$1000.00
Pony Rides	\$800.00
Petting Zoo	\$400.00
TOTAL COST	\$4050.00

800

150 Face Paint
150 sign
50

\$200 - Food Pres
Hosp
Petty cash
800 Pony Rides
equip rental
rest supplies