



# Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only		Organization: Society of Hispanic Professional Engineers	
Request #:	<u>2</u>	Person submitting form:	Ulysses Rodriguez
Date Received:	<u>9-7-17</u>	Email address:	[REDACTED]
		Phone:	[REDACTED]
Sponsor:	<u>Israel Garcia</u>	Date:	<u>9/12/17</u>
Co-Sponsor:	<u>Wcky Morales</u>	Date:	<u>9/12/17</u>

**Amount Requested:** ~~\$8,000~~ \$840

**Name of person that will process your Banner requisition(s):** Elizabeth Estevez

**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:** SHPE National Conference

**Date of Event:** Nov. 1-5th      **Location:** Kansas City Convention Center, Kansas City, MO  
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

**Advisor Name:** Diana Felix      **Extension:** [REDACTED]

**Advisor Signature:** [Signature]      **Date:** 9/7/17

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

**Name:** Diana Felix      **Extension:** [REDACTED]

A.S. Senate			
For:	<u>11</u>	Against:	<u>2</u> <u>Israel Meataz</u>
Abstain:	<u>0</u>	Date:	<u>9/12/17</u>
A.S. Executive Board			
For:	<u>4</u>	Against:	<u>2</u> <u>Michelle Dan</u>
Abstain:	<u>0</u>	Date:	<u>9/12/17</u>
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 conference is an opportunity for engineering companies and corporations to recruit top talent students from SHPE membership. In addition it provides educational, technical and career opportunities for professional and student engineers.

**Anticipated number of attendees:** 7

**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?**

Diana Felix

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

Registration per student will be \$425. Registration for Staff will be \$500. Travel cost per person, \$500 and baggage, \$50. Transportation around the conference estimated \$20 per person, for the whole time of the conference. Meals for 5 days per person, \$150.

-----  
**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: DF Please initial to indicate that you have read and understood the A.S. "Funding Conditions"

-----  
**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 be an Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340

**Mt. San Antonio College, Associated Student Funding Request**

**Society of Hispanic Engineers (SHPE)**

**- SHPE National Conference; November 1<sup>st</sup>-5<sup>th</sup>, 2017-**

**Proposal Abstract:**

The Mt. SAC Society of Hispanic Professional Engineers (SHPE) seeks funding from Associated Students to take six SHPE members and one faculty full time staff to the national SHPE conference. This will take place in Kansas City, Missouri from **November 1<sup>st</sup>- 5<sup>th</sup>, 2017**. The regular registration period starts August 1<sup>st</sup> and closes September 30<sup>th</sup>, 2017. The deadline to register for a lodging is November 5th (while supplies last).

SHPE national Conference is the largest technical and career conference for Hispanics and Latinos in the country. Each year, this conference attracts over 5,000 engineering professionals, students and corporate representatives. The conference is an opportunity for engineering companies and corporations to recruit top talent from SHPE membership. In addition it provides educational, technical and career opportunities for professional and student STEM (Science, Technology, Mathematics and Engineering) Students. Hospitality suites are available as a modern recruitment event to allow a better connection with the student and the company. Workshops hosted by professional engineers at Lockheed Martin, The Boeing Company, GMC between others, educate future STEM leaders effective communication skills, executive presence and to unfold and grow leadership techniques. Other special programs are available for advisors, corporate representatives, pre-college, undergraduate, graduate students and Latinas.

Attendees have the opportunity to join engineering and design projects for companies such as Nissan, Chevron, NASA, Raytheon and others. In such engineering projects students are able to implement critical thinking and engineering application to find innovative solutions to a current problem. Moreover, attendees in computer science fields are able to join hackathon activities where they compete on programing events. Similarly, scholarships and internship opportunities are available to all participants of this project.

On the last day of the conference a career fair is held where over 100 companies, graduate schools and programs recruit for summer internships, co-ops and full time positions. This is an opportunity for all attendees to have an exposure to the interview process and brand themselves out to potential companies.

**SHPE:**

SHPE is a National Organization of professional engineers to serve as role models in the Hispanic community. SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development. SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers.

**Mt. San Antonio College, Associated Student Funding Request**

**Society of Hispanic Engineers (SHPE)**

**- SHPE National Conference; November 1<sup>st</sup>-5<sup>th</sup>, 2017-**

SHPE at Mt. SAC initiated with an idea to improve engineering recruitment and retainment by creating a strong support network to provide students with access to STEM careers. SHPE at Mt. SAC is supported by dedicated faculty and students that oversee all activities and events. Such activities are constructed around SHPE's national's Five Pillars which are: Academic Development, Chapter Development, Leadership Development, Professional Development and Community Outreach. Moreover, we wish to attend this conference to exercise the Professional and Leadership Development pillars.

SHPE Faculty Advisors: Daniel Anderson, Diana Felix and John Beshay.

**Request:**

**Regular Full Registration & Lodging (November 1<sup>st</sup>-5<sup>th</sup>, 2017)**

	Registration & Lodging	Travel	Baggage	Transportation	Meals 5 days	Total
Member 1	\$425	\$500	\$50	\$20	\$150	\$1,145
Member 2	\$425	\$500	\$50	\$20	\$150	\$1,145
Member 3	\$425	\$500	\$50	\$20	\$150	\$1,145
Member 4	\$425	\$500	\$50	\$20	\$150	\$1,145
Member 5	\$425	\$500	\$50	\$20	\$150	\$1,145
Member 6	\$425	\$500	\$50	\$20	\$150	\$1,145
Staff 1	\$500	\$500	\$50	\$20	\$150	\$1,220
<b>Total</b>	<b>\$3,050</b>	<b>\$3,500</b>	<b>\$350</b>	<b>\$140</b>	<b>\$1050</b>	<b>\$8,090</b>

**Registration per undergraduate student:**

Type*	Inclusions	Regular	Late
Undergraduate Program only	All workshops, general program, career fair, lodging	\$ 425	\$450

**Travel per person**

Air plane tickets \$500/person

**Baggage fees per person**

\$50.00/ roundtrip

**Transportation to and from the airport per person**

**Mt. San Antonio College, Associated Student Funding Request**

**Society of Hispanic Engineers (SHPE)**

**- SHPE National Conference; November 1<sup>st</sup>-5<sup>th</sup>, 2017-**

Shuttle discounts will be available at an average of \$10 per ride

**Meals per person for 5 days**

\$30/day

**Lodging 3 nights/person**

\$500

**Registration per professional (Advisor):**

Type*	Inclusions	Regular	Late
Professional Program only	All workshops, general program, career fair, lodging	\$ 500	\$ 550

**Travel per person**

Air plane tickets \$500/person

**Baggage fees per person**

\$50.00/ roundtrip

**Transportation to and from the airport per person**

Shuttle discounts will be available at an average of \$10 per ride

**Meals per person for 5 days**

\$30/day

**Lodging 3 nights/ person**

\$500

**Selection of Students:**

All students that attend will need to verify that they have paid their Mt. SAC student activities fees and be a registered member of SHPE national organization. Students who wish to attend the conference must have a cumulative GPA of 3.0. Those with the availability and commitment to attend the conference will be chosen by the advisors and president of the Mt. SAC SHPE chapter.

**SHPE members requirements.**

Members that are interested in attending the conference must write a letter of intent. In such letter students will write a short paragraph 500 word paragraph addressing the following:

**Mt. San Antonio College, Associated Student Funding Request**

**Society of Hispanic Engineers (SHPE)**

**- SHPE National Conference; November 1<sup>st</sup>-5<sup>th</sup>, 2017-**

- 1) Why they wish to attend the conference?
- 2) How will attending the conference will impact/empower them?
- 3) How will attending the conference enhance their involvement with SHPE and Mt. SAC?

Letters of intent will be reviewed by the advisers, and President of the club.

**Room Distribution**

There will be a separation of rooms in which females share one room and males another. Full time staff must have their own space.