



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#:

2
8/22/18

Organization: Mt. SAC Astronomical Society (Astronomy Club)

Person submitting form: Jessica Draper

Date Received:

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor:

[Signature]

Date:

9/6/18

Co-Sponsor:

[Signature]

Date:

09/13/18

Amount Requested: ~~\$293.00~~ \$300

Name of person that will process your Banner requisition(s): Jessica Draper

Signature (of person listed above):

Jessica Draper

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: Dark Sky Site Excursion

Date of Event: 10/5/18 - 10/7/18

Location: Landers, CA (Goat Mountain Astronomical Research Station)

(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Jessica Draper

Extension: [REDACTED]

Advisor Signature:

Jessica Draper

Date:

8/20/18

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

Name: N/A

Extension: N/A

A.S. Senate

For: _____

Against: [Signature]

Abstain: _____

Date:

9/18/18

A.S. Executive Board

For: _____

Against: [Signature]

Abstain: _____

Date:

9/18/18

A.S. President

Signature _____

Date: _____

How to request funding from Associated Students

Follow these four (4) easy steps ...

Mt. San Antonio College, Student Life Office | Building 9C

STEP 1: VISIT THE A.S. WEBSITE

Go to www.mtsac.edu/as under the "Forms & Documents" tab and download the "Appropriation of Funding" form.

STEP 2: COMPLETE AN "APPROPRIATION OF FUNDING" FORM

Only College employees may complete and submit funding forms. Completed forms should be submitted to the AS. Secretary located in the Student Life Office (building 9C) at least six (6) weeks prior to the event date.

STEP 3: ATTEND SENATE AND EXECUTIVE BOARD MEETINGS

Follow-up with the AS. Secretary (ext. 4525) to find out when the student leaders will be voting on your request. Put the date on your calendar and make plans to attend BOTH the Senate and Executive Board meetings. The Senate approves or denies your request while the Executive Board ratifies or vetoes your request. It is recommended that you attend both meetings in order to answer any questions that the student leaders might have. Call the AS. Secretary (ext. 4525) on the following day to find out if the A.S. President approved or vetoed your request.

STEP 4: START PROCESSING REQUISITION(S) ON BANNER

Congratulations! If you made it to step four your request for funding was approved! Start the Banner requisition process immediately after your items have been approved. This means that you should touch base with whomever you listed as your Banner requisitioner and let him/her know to begin processing your requisition(s), POs, checks, reimbursements, Conference & Travel forms, or Independent Contractor payment(s). Everything requires four (4) approvals; so the sooner you get started the better! The Appropriation of Funding form must be completely filled out (requestor should complete all areas in blue type) and submitted to the AS. Secretary at least 6 WEEKS prior to the date of the event/activity to be considered for funding. Remember that AS will NOT be doing any of this for you and that the responsibility falls on the requesting party.

IMPORTANT NOTICE

All purchases should be made via the Banner system. Advisors will NOT be reimbursed for purchases made outside of Banner unless it involves expenses related to travel and conference in which case the "Travel & Conference" form must be completed (call ext. 5515, Fiscal Services for questions regarding travel). CONFERENCES: Any conference funded by AS. is subject to having the A.S. President select the attendees.

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

Please see attached document.

Anticipated number of attendees: 15

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?

Jessica Draper or Heather Jones (club advisors)

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

Please see attached document.

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: JH 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 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).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the A.S. Secretary (lhennings@mtsac.edu) the first of the month prior to the month of event.

Approval of Independent Contractors : *Must list name(s) of individuals*

PROVIDER	<i>Is this a College employee?</i>	AREA/ DEPT.	SERVICE/ ASSIGNMENT	DATE(S)	AMOUNT	FUNDING SOURCE
<i>Last name, First name</i>	<i>Yes? No?</i>	<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>
<i>Last name, First name</i>		<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a short description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>

Purpose and Nature of the Club Event

The Goat Mountain Astronomical Research Station (GMARS) is located in Landers, CA. This area of Southern California is known for its dark skies, which are essential for astronomical imaging. The city night sky is filled with light pollution, which makes it difficult for viewing astronomical objects, even for imaging. The GMARS site is a place where professional and amateur astronomers gather to image the night sky, or just simply view amazing objects in their telescopes. Many astronomers have their own larger telescopes that they keep on the site. Once per month, GMARS is open to the public for a single weekend. Astronomers come from all over the area to use their telescopes and allow guests to look through them as well.

We would like the opportunity to attend a telescope weekend at GMARS for the students in the Mt. SAC Astronomical Society (the Astronomy Club). Many of the astronomers that attend this event are quite knowledgeable about the objects they're viewing, and are eager to share with others. Not only does this event give the students access to large telescopes in an incredible dark sky area, but we will also be bringing some of our campus-owned telescopes for the students to work with. The students will learn how to set up a telescope, navigate the night sky, and record images. Because of the expert astronomers and the sky conditions, this opportunity allows the students to truly experience astronomy in a way that's not possible from the city.

The GMARS site has a small building that they will allow students to use for storage and sleeping over the weekend. The Astronomy Club is asking for funding for this trip to help cover the cost of food and payment for the site. GMARS uses the money to help keep the facilities up-to-date and running. We are very grateful for the possibility of campus support for this event.

Mt. SAC Astronomical Society Club Field Trip:

Event Cost Estimate (GMARS)

**Costs assume 15 person group.

Item	Cost
Pasta	\$5.00
Pasta Sauce	\$7.00
Plates/Napkins/Cups/Eating utensils	\$20.00
Baked beans (3 cans)	\$6.00
Chips (32 single serving packs)	\$12.00
Bread (4 loaves)	\$10.00
Peanut butter	\$6.00
Jelly	\$4.00
Fruit	\$10.00
Misc. snacks	\$30.00
Muffins (2 packs, 4 per pack)	\$10.00
Cereal (single-size box variety)	\$7.00
Pop-tarts	\$8.00
Juice (4 bottles)	\$12.00
Milk (1 gallon)	\$3.00
Water	\$30.00
Ice	\$8.00
Hot chocolate (1 box, 30 pkts)	\$5.00
Site payment	\$100.00
Grand Total	=\$293.00