



# Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent 10/5

### For Office Use Only

Request#: 4 Organization: Alpha Gamma Sigma (AGS)

Date Received: 9/5/18 Person submitting form: Blanca Juarez

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor: [Signature] Date: 9/6/18

Co-Sponsor: [Signature] Date: 09/06/18

Amount Requested: \$1960

Name of person that will process your Banner requisition(s): Blanca Juarez

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: Alpha Gamma Sigma 93rd Annual Convention

Date of Event: April 6, 2019 Location: Double Tree Hotel- Ontario, CA  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

Advisor Name: Blanca Juarez Extension: [REDACTED]

Advisor Signature: [Signature] Date: 9/6/18

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

Name: Blanca Juarez Extension: [REDACTED]

**A.S. Senate**

For: \_\_\_\_\_ Against: [Signature] Abstain: \_\_\_\_\_ Date: 9/25/18

**A.S. Executive Board**

For: \_\_\_\_\_ Against: [Signature] Abstain: \_\_\_\_\_ Date: 9/25/18

**A.S. President**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

The purpose of this event is to update AGS Advisors, Officers and members on AGS information. As an AGS chapter, we are required to attend two conference per academic year to maintain good standing. Students will get the opportunity attend leadership, educational and motivational workshops.

Anticipated number of attendees: 14

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?

Blanca Juarez

Cost breakdown: *(Please be specific and include a separate line item for each expense).* \$140 per person registration fee x 14 attendees= \$1960

#### 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: BJ 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).





Surekha Acharya

Joycee Beck

Gamma Sigma Advisors

[joycee.beck@rccd.edu](mailto:joycee.beck@rccd.edu)



April 5-7

Doubletree Hotel

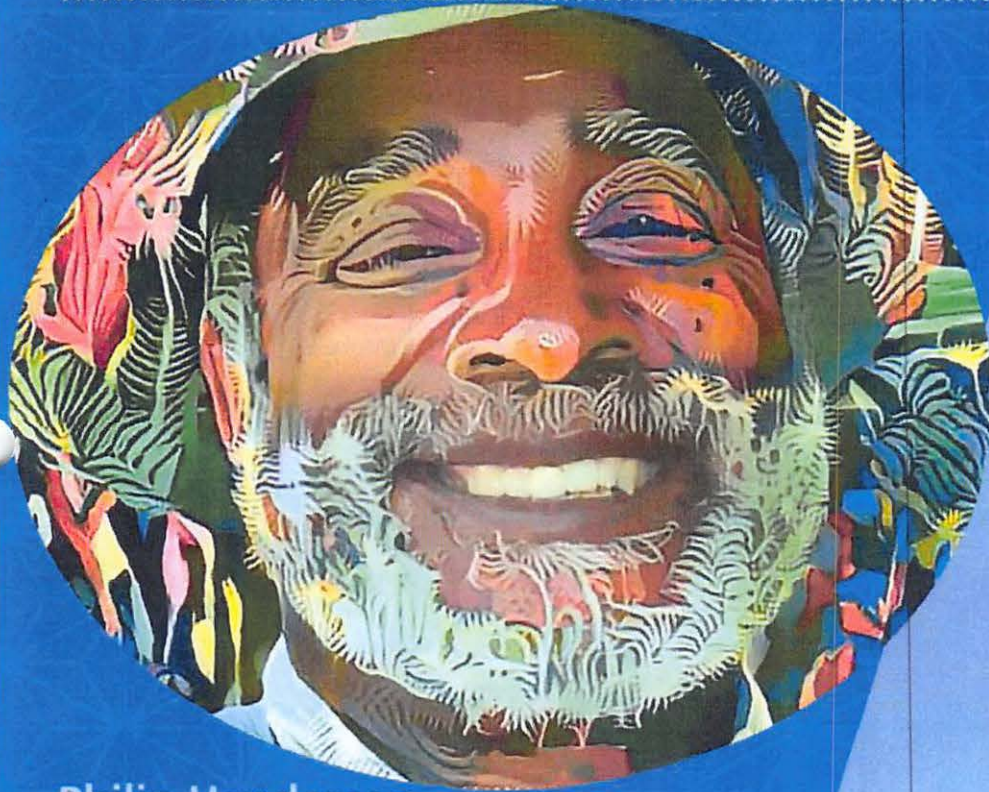
Ontario CA

93<sup>rd</sup> Annual Convention

Alpha Gamma Sigma Honor Society



# 2019 ΑΓΣ KEYNOTE SPEAKER



**Philip Henderson**

Ethical Coach and Leader, Inspirational Listener,  
Motivational Speaker, Oxen Teamster

## I AM THE KEYNOTE SPEAKER

FOR THE 2019 ALPHA GAMMA  
SIGMA SPRING CONVENTION  
You can meet me at the luncheon  
on Saturday, April 6<sup>th</sup> at the  
Ontario DoubleTree Hotel.

Brought to you by R C C  
G A M M A S I G M A



*Alpha Gamma Sigma*  
Incorporated



**Registration Form**

**93<sup>rd</sup> AGS State Convention – Doubletree Hotel,  
222 North Vineyard Avenue, Ontario**

**April 5-9, 2019**

**Postmark registration deadline is March 1, 2019**

Advisor (please print) \_\_\_\_\_

Chapter \_\_\_\_\_

College \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Payment Calculation: All advisors attending must register and pay**

Room Arrangement	Number of People	Times	Price =	Room Charge
4 Persons/2 Beds	_____	X	\$215	_____
3 Persons/2 Beds	_____	X	\$235	_____
2 Persons/2 Beds	_____	X	\$270	_____
1 Person/1 Bed	_____	X	\$385	_____
Drive-In Saturday Only	_____	X	\$140	_____
Banquet Guest Only	_____	X	\$ 55	_____
			<b>Total Sent:</b>	_____

\*\*\*ELECTRONIC SUBMITTAL