



Appropriation of Funding

Associated Students. Mt. San Antonio College

em sent 10/8

For Use

Organization: Circle K International

Person submitting form: Sonia Hasjim

Email address: [REDACTED]

Phone: [REDACTED]

Request #: 3
Date Received: 9/22/15

Sponsor:

Date:

Co-Sponsor:

Date:

Amount Requested: \$2,000

Name of person that will process your Banner requisition(s): Linda Diaz

Signature (of person listed above):
Linda Diaz 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: Fall Training Conference (FTC)

Date of Event: November 6 – November 8, 2015
Location: Old Oak Ranch, Sonora, CA
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

put on 10/

Advisor Name: <u>Linda Diaz</u>	Extension: <u>[REDACTED]</u>
Advisor Signature: <u><i>Linda Diaz</i></u>	Date: <u>9-21-2015</u>
If this is a conference request then provide the name and extension of the advisor attending.	
Name: <u>Linda Diaz</u>	Extension: <u>[REDACTED]</u>

A.S. Senate			
For: <u>13</u>	Against: <u>1</u>	Abstain: <u>0</u>	Date: <u>10/6/15</u>
A.S. Executive Board			
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>10/6/15</u> <u>1 CONCUR</u>
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u><i>[Signature]</i></u>	Date: <u>11/13/15</u>

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

Fall Training Conference is an annual conference held in the pristine setting of Sonora, CA. There, members are surrounded by towering redwood trees while being enriched with activities designed to foster leadership in the members as well as forming bonds of fellowship. These activities are divided into workshops and recreational activities. These workshops are a critical part of the conference and are meant to provide members with professional knowledge while also allowing members to meet new people. Since Circle K is the collegiate version of Kiwanis International, our goals are to produce members who uphold the values of Kiwanis which includes: Primacy of human over the material values, Living by the Golden Rule, Higher Social/Professional standards, and Intelligent Citizenship. Workshops are reflective of this and as such are professional in nature. Workshops vary per year, but past workshops have included: Conflict Resolution, Effective Publicity (Marketing), Transition to Graduate School, Money Management, Networking, Transition to Professional Life, Separating Professional Life from Personal Life, and a panel of speakers which is intended for transfer students. These workshops are a valuable tool used to strengthen the skills or impart new knowledge in members. The recreational activities can include: Icebreakers, Dancing, Improv/Sketch, Meet & Greet, Scavenger Hunt, and a Kiwanian/Circle K Mixer. These activities are designed to not only teach members valuable social skills, but to also have fun. With these activities, it is possible for members to form friendships that

stretch the length of California and even span state lines, thereby building up an incredible array of networking opportunities.

Members will stay at the camp site for a total of three days and two nights. As a community college, students from Mt. SAC will greatly benefit from this event. Not only will workshops help enrich the professional development of students, but as Circle K is found at all the UC campuses and many Cal State campuses, not to mention colleges from around the country, there is no better opportunity to network with students from other universities. Mt. SAC students in particular are set to receive a great boon in helping to instill the idea to continue on in classes and eventually transfer to a university to continue studying and make a better life for themselves and those around them. Additionally, by attending the professional development workshops, Mt. SAC students will increase their professional standards, thereby helping the student learn the difference between professional and personal life while teaching students what employers look for. This in turn will make students more attractive to future employers. By knowing members from universities, this will not only instill or reinforce inspiration to apply to transfer, but members will also have a contact base at the new campus and will have a much easier time acclimating to the rigors of a new environment, especially if the university is on the quarter system.

Anticipated number of attendees: 20

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?

Sonia Hasjim

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

Registration Costs (includes room and full board)

-\$100 per member

x 20 members

Total of \$2,000

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.