



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request #: 9
Date Received: 10/28/16

Organization: Mt.Sac Astronomical Society

Person submitting form: Heather Jones

Email address: [Redacted]

Phone: [Redacted]

Sponsor: Justin Date: _____
Co-Sponsor: Tianna Date: _____

Amount Requested: \$309.00

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: Mt. Sac Astronomical Society Joshua Tree Astronomy Trip

Date of Event: Nov 11th-12th Location: Joshua Tree National Park
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Heather Jones Extension: [Redacted]

Advisor Signature: Heather P. Jones Date: _____

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

Name: _____ Extension: _____

A.S. Senate

For: _____ Against: UNANIMOUS Abstain: _____ Date: 11/8/16

A.S. Executive Board

For: _____ Against: UNANIMOUS Abstain: _____ Date: 11/8/16

A.S. President

Approve Veto Signature: _____ Date: _____

*sent
in
Knee
Heather*

Mt. SAC Astronomical Society Club Field Trip:

Camping Cost Estimate (Joshua Tree)

**Costs assume 12 person group.

Item	Cost
Hot dogs (2 packs, 16 per pack)	\$16.00
Hot dog buns (4 packs, 8 per pack)	\$12.00
Condiments	\$10.00
Baked beans (4 cans)	\$12.00
Chips (32 single serving packs)	\$12.00
Eggs (2 dozen)	\$8.00
Sausage (3 boxes)	\$9.00
Bread (3 loaves)	\$9.00
Peanut butter	\$6.00
Jelly	\$4.00
Marshmallow (bag)	\$2.00
Chocolate bars (2 pks, 6 bars per pk)	\$8.00
Graham crackers (2 boxes)	\$6.00
Skewers (1 pack)	\$5.00
Fruit	\$10.00
Misc. snacks	\$30.00
Muffins (2 packs, 4 per pack)	\$10.00
Water	\$30.00
Hot chocolate (1 box, 30 pkts)	\$5.00
Firewood (3 bundles)	\$15.00
Vehicle entrance fee (3 cars)	\$60.00
Campsite (2 sites, 1 night)	\$30.00
Grand Total	\$309.00

<p>Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit:</p> <p><u>This event is an astronomy trip where students will be observing the darkened night as well as learning constellations, astrophotography, telescope operation, local desert wildlife biology, etc</u></p>
<p>Anticipated number of attendees: <u>12</u></p>
<p>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?</p> <p><u>Heather Jones, Jessica Draper</u></p>
<p>Cost breakdown: <i>(Please be specific and include a separate line item for each expense).</i></p> <p><u>See Attached Document</u></p>

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: _____ 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 ("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).