



# Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

Submit to Student Life Office and email to [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	11
Date Received:	3/21/22
Agenda Date:	3/29

Notified  
Amount

Requested per item

## I. Type of Appropriation Requested (Select all that apply):

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ \_\_\_\_\_
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ 6,111
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ \_\_\_\_\_
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$ \_\_\_\_\_

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

**TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_**

## II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / **No**

If so, please indicate the Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\$ 9080  
approved

## III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: EOPS / CARE

Name of Event: NCORE

25 Live Reservation Reference Code: \_\_\_\_\_

Event Location: Portland, Oregon

Event Date: May 30 - June 4

Event Start to End Time: 8:00 am

**NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.**

**IV. Additional Information Required**

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

*Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.*

**V. Funding Conditions**

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 6 weeks prior to the event date to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

**B. Designee Processing Banner Requisition(s)**

*If different from person A.*

Print: Julie Marquez  
 Sign: Julie Marquez  
 Date: 3/15/22 Ext/Phone: 5930

Print: Eric Loadjaja  
 Sign: Eric  
 Date: 3/15/22 Ext/Phone: 5934

Email:

Email:

For Office Use Only					
Co-Sponsor (Motion):			Date:		
Co-Sponsor (Second):			Date:		
A.S. Senate					
For:		Against:		Abstain:	
				Date:	
A.S. Executive Board					
For:		Against:		Abstain:	
				Date:	
A.S. President					
O Approve		O Veto		Signature:	
				Date:	
Notification of Appropriation		Date:		Requisition #:	
				PO #:	
C & T Form:		Date:		T#:	
Check Requests:		\$		Purpose:	
		\$		Purpose:	
		\$		Purpose:	
		\$		Purpose:	

**National Conference on Race and Ethnicity**

**Travel Dates: May 30 - June 4, 2022**

**Location: Portland, Oregon**

Students

Date	Vendor	Purpose	Amount	Quantity	Total	Funding Source
May 30-June 4	NCORE	Conference Student Registration	\$495.00	3	\$1,485.00	
May 30-June 4	Hyatt Portland	Conference Lodging	\$1,200.00	2	\$2,400.00	
May 30-June 4	Ontario Airport Parking	Parking	\$90.00	1	\$90.00	
May 30-June 4	Southwest Airlines	Flight	\$350.00	3	\$1,050.00	
Monday, May 30, 2022	Self	Mileage from home to airport (10 miles at 58.8 cpm)	\$5.88	1	\$5.88	
Monday, May 30, 2022	Uber/Shuttle	Transportation Airport to Hotel	\$42.00	1	\$42.00	
May 30-June 4	SELF	Meals Per Diem @\$55 per day	\$330.00	3	\$990.00	
Saturday, June 4, 2022	Uber/Shuttle	Transportation Hotel to Airport	\$42.00	1	\$42.00	
Saturday, June 4, 2022	Self	Mileage from airport to home (10 miles at 58.8 cpm)	\$5.88	1	\$5.88	
TOTAL Estimate			\$2,561		\$6,111	

Chaperone

Date	Vendor	Purpose	Amount	Quantity	Total	Funding Source
May 30-June 4	NCORE	Conference Student Registration	\$795.00	1	\$795.00	
May 30-June 4	Hyatt Portland	Conference Lodging	\$1,200.00	1	\$1,200.00	
May 30-June 4	Ontario Airport Parking	Parking	\$90.00	1	\$90.00	
May 30-June 4	Southwest Airlines	Flight	\$350.00	1	\$350.00	
Monday, May 30, 2022	Self	Mileage to Airport from Mt. SAC (17 miles at 58.8 cpm)	\$10.00	1	\$10.00	
Monday, May 30, 2022	Uber/Shuttle	Transportation Airport to Hotel	\$42.00	1	\$42.00	
May 30-June 4	SELF	Meals Per Diem @\$55 per day	\$330.00	1	\$330.00	
Saturday, June 4, 2022	Uber/Shuttle	Transportation Hotel to Airport	\$42.00	1	\$42.00	
Saturday, June 4, 2022	Self	Mileage to Mt. SAC from Airport (17 miles at 58.8 cpm)	\$10.00	1	\$10.00	
TOTAL Estimate			\$2,869		\$2,869	