



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. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	15
Date Received:	1/30/23
Agenda Date:	2/21/23

notified 3/1,
receded

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) \$ 500.00
- 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: \$ 500.00

II. Additional Sources of Funding

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

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

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Pride Center

Name of Event: 2023 CCC LGBTQ+ Summit

25 Live Reservation Reference Code: _____

Event Location: Virtual

Event Date: April 19-20, 2023

Event Start to End Time: 9am-2pm on both days

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.

See attached

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.

A. Club Advisor / Employee Submitting Request Form

Print: River Shaw
 Sign: River Shaw
 Date: 1/25/23 Ext/Phone: 6549
 Email: river.shaw@mtsac.edu

**B. Designee Processing Banner Requisition(s)
 If different from person A.**

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only				
Co-Sponsor (Motion):		<u>Martin Chau</u>	Date: <u>2/21/23</u>	
Co-Sponsor (Second):		<u>Vincent Goh</u>	Date: <u>2/21/23</u>	
A.S. Senate				
For: <u>9</u>	Against: <u>1</u>	Abstain: <u>1</u>	Date: <u>2/21/23</u>	
A.S. Executive Board				
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>2/21/23</u>	
A.S. President				
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>[Signature]</u>		Date: <u>2/28/23</u>
Notification of Appropriation	Date:	Requisition #:	PO #:	
C & T Form:	Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:
	\$	Purpose:	\$	Purpose:

IV. Additional Information Required (cont.)

From the website: "The summit is a space for students, faculty, classified professionals and administrators where we will focus on this year's theme: 'Fiercer Together - Uplifting Queer & Trans Students on Our Campuses' and on improving not only individual community college campuses but encouraging changes at the structural level as well. We will learn from each other's innovative and successful ideas that will transform campuses so that we better serve and affirm LGBTQ+ students."

Students will participate in co-curricular engagement by learning from LGBTQ+ professionals about how to improve the college student experience, both for themselves and their peers. They will gain leadership development and be encouraged to take part in civic engagement by learning how to advocate for more equitable campus environments and how to take action to support systemic change for a more inclusive community college system.

Website:

<https://californiacommunitycolleges.cventevents.com/event/8f8f5902-7639-425a-8b2f-f0d857e28184/summary>

Budget Breakdown:

12 students @ \$25/each

2 staff members @ \$100/each

