



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 #:	3
Date Received:	9/11/23
Agenda Date:	9/19/23

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

- | | Amount Requested per item |
|--|---------------------------|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers) | \$ _____ |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ _____ |
| <input checked="" type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ 1250 \$ 900 |
| <input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ 1250 |

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: ~~\$ 2500~~

II. Additional Sources of Funding

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

If so, please indicate the Source: Chemistry Department Amount: \$ 500
American Chemical Society 300

\$ 2150
Remove
\$ 350
Food

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Chemistry Department

Name of Event: Family Science Festival

25 Live Reservation Reference Code: 2023-AALSAR

Event Location: Mt. San Antonio College (NS lower patio; breezeway between bldg 4 and 61)

Event Date: Saturday October 28, 2023

Event Start to End Time: 10:00am - 1:00pm (set up starting at 8am and clean up until about 3pm)

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.

A. Club Advisor / Employee Submitting Request Form	B. Designee Processing Banner Requisition(s) <i>If different from person A.</i>
Print: <u>Cuiwen He</u>	Print: _____
Sign: <u><i>Cuiwen He</i></u>	Sign: _____
Date: <u>09/12/2023</u> Ext/Phone: <u>6312</u>	Date: _____ Ext/Phone: _____
Email: _____	Email: _____

For Office Use Only					
Co-Sponsor (Motion):		<u>Kelly Lin</u>		Date: <u>9/19/23</u>	
Co-Sponsor (Second):		<u>Maah Khan</u>		Date: <u>9/19/23</u>	
A.S. Senate					
For: <u>Unanimous</u>		Against: <u>0</u>		Abstain: _____ Date: <u>9/19/23</u>	
A.S. Executive Board					
For: <u>6</u>		Against: <u>0</u>		Abstain: <u>0</u> Date: <u>9/19/23</u>	
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u><i>Dmitry Sh</i></u>		Date: <u>9/20/23</u>	
Notification of Appropriation		Date: _____		Requisition #: _____ PO #: _____	
C & T Form:		Date: _____		T#: _____	
Check Requests:		\$ _____	Purpose: _____	\$ _____	Purpose: _____
		\$ _____	Purpose: _____	\$ _____	Purpose: _____

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Part IV. Additional Information Required (continued)

The Family Science Festival is a community outreach event celebrating the role of chemistry (and other sciences) in everyday life. Teams of Mt. SAC chemistry students will be trained on a specific hands-on chemistry demonstration or activity which they will then set up and run during the event. Students will deepen their knowledge and understanding of chemistry through these activities and will also learn and strengthen their leadership skills such as collaboration with peers, communication skills, and time commitment. Students will also benefit from working with their professors outside of class and gain a new appreciation for chemistry and the sciences as they interact with the public, especially children, during the activities.

Food Supplies (approximate cost)

Food for student, staff, and faculty volunteers to eat (water, soda, pizza, chips, donuts, cookies, etc.)	\$ 650.00
Food for participants to consume (milk, sugar, vanilla extract, heavy cream, ice, syrup, etc.)	\$ 350.00
Food items for hands-on activities (corn starch, marshmallow, candies, soda, oil, etc.)	\$ 250.00
Total	\$ 1250.00

900

Event Supplies (approximate cost for decoration and activities)

Decoration supplies (plastic tablecloth, balloons, helium, ribbons, stickers, etc.)	\$ 250.00
Activity supplies (paper plates, Ziploc bags, cups, spoons, face paint, temporary tattoos, beads, oil, liquid detergent, Alka seltzer, canisters, etc.)	\$ 750.00
Other supplies (moles, periodic table, bags, ACS pamphlets, etc.)	\$ 250.00
Total	\$ 1250.00