



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 #:	25A
Date Received:	
Agenda Date:	4/16/24

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) \$ _____
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ ~~37.66~~ * 3 = ~~35.78~~
- 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: \$ 112.98

II. Additional Sources of Funding

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

If so, please indicate the Source: N/A Amount: \$ N/A

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Muslim Student Association

Name of Event: MSA Tafsiir Classes / Study Hall

25 Live Reservation Reference Code: 2024-AA MRSW

Event Location: On-Campus

Event Date: 5/22, 5/29, 5/5

Event Start to End Time: 3pm - 5pm

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)

If different from person A.

Print: Peter Churchill
 Sign: *[Signature]*
 Date: 3/28/24 Ext/Phone: 626 485-4416
 Email: pchurchill@mtsac.edu

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

For Office Use Only					
Co-Sponsor (Motion):		Logan Wells		Date: 4/16/24	
Co-Sponsor (Second):		Manal Khan		Date: 4/16/24	
A.S. Senate					
For:		Against: UNANIMOUS		Abstain: _____ Date: 4/16/24	
A.S. Executive Board					
For:		Against: UNANIMOUS		Abstain: _____ Date: 4/16/24	
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u><i>[Signature]</i></u>		Date: 4/22/24	
Notification of Appropriation		Date: _____	Requisition #:	PO #:	
C & T Form:		Date: _____	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

Tafsir class/ Study Halls (Prices, Location, Purpose):



Best seller

Frito-Lay

Frito-Lay Classic Snack Mix Variety Pack Snack Chips, 42 Count Multipack

★★★★☆ (2.9) 227 reviews

\$19.98 51.2 c/oz

Price when purchased online ⓘ

Add to cart



One-time purchase

\$19.98



Marketside

Marketside Decadent Bakery Cookie Platter, 32 oz, 32 Count

★★★★☆ (3.4) 138 reviews

\$11.94 37.3 c/oz

Price when purchased online ⓘ

Add to cart



How you'll get this item:

 Shipping
Not available

 Pickup
Today

 Delivery
Today

Pickup from [Diamond Bar Neighborhood Market](#) |



Crystal Geyser Alpine Natural Spring Water Bottles, 16.9 FL Oz, 32 Ct

★★★★☆ (3.5) 163 reviews

\$5.74 1.1 c/fl oz

Price when purchased online ⓘ

Add to cart

Subscribe

One-time purchase

\$5.74

How you'll get this item:

$\$19.98 + \$11.94 + \$5.74 = \37.66

$\$37.66 * 3$ (Bought every week: 5/22, 5/29, 6/5) = $\$112.98$

Location: On-Campus

Purpose:

The purpose of the event is twofold: Firstly, it serves as an opportunity to delve into the teachings of Islam by engaging in the study of scripture during designated days. Participants come together to explore and deepen their understanding of Islamic principles, texts, and traditions, fostering spiritual growth and enlightenment. This aspect of the event allows individuals to strengthen their faith, gain knowledge, and cultivate a deeper connection with their religion.

Secondly, the event also functions as a dedicated period for academic preparation, particularly for upcoming final exams. Participants utilize specific days to engage in focused study sessions, reviewing course materials, practicing problem-solving, and consolidating their understanding of various subjects. By providing a structured environment conducive to learning, the event aims to support academic excellence and success among attendees, helping them to effectively prepare for and excel in their final examinations.

Event Appropriation Form: