



## 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 #:	17
Date Received:	1/28/20
Agenda Date:	02/25/20

### 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) \$ 7,000
- ☐ Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$
- ☐ Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$

em sent 3/11/20  
cancelled  
em sent 3/11/20

Amount  
Requested  
per item

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: \$ 7,000

### II. Additional Sources of Funding

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

If so, please indicate the Source: Club budget funds Amount: \$ 1,000

\$7,000 passed

### III. Event Information

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

Name of Event: WPA Convention

25 Live Reservation Reference Code: 2020-AA GJKW

Event Location: Hyatt Regency Hotel, San Francisco

Event Date: 04/30/2020 - 05/03/2020

Event Start to End Time: 8:00 a.m. - 6:00 p.m.

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

Print: Stacy Baggalupi

Sign: [Signature]

Date: 1/28/20 Ext/Phone: [Redacted]

Email:

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

*If different from person A.*

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_

Email:

##### For Office Use Only

Co-Sponsor (Motion): andy shih Date: \_\_\_\_\_

Co-Sponsor (Second): seconded Date: \_\_\_\_\_

##### A.S. Senate

For: \_\_\_\_\_ Against: unanimous Abstain: \_\_\_\_\_ Date: 3/3/2020

##### 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: \_\_\_\_\_

Co-curricular engagement refers to “activities, programs, and learning experiences that complement, in some way, what students are learning in school – i.e., experiences that are connected to or mirror the academic curriculum” (Great Schools Partnership, 2013, as cited in Stirling & Kerr, 2015). Students attending the 100<sup>th</sup> annual Western Psychological Association (WPA) convention will be exposed to research in the field of psychology presented by faculty and professionals, as well as graduate and undergraduate students. By nature of the event, attendance will surely enhance and complement the learning taking place in the classroom. In addition, psychology students often go on to graduate school, and research experience is a requirement. Several, if not all, of the students attending will be presenting research they have completed as Mt. SAC students. In addition, they will be exposed to research currently taking place at colleges and universities in the Western region of the U. S. They will be encouraged to make connections and network with fellow students, faculty, and professionals in the field. Attending an event like WPA definitely increases interest and engagement, and thus increases retention and transfer success in students who attend. Research presented at the conference, and information and knowledge gathered at the event will be brought back to Mt. SAC and shared with other psychology majors and students interested in psychology as well. We hope that this will increase interest and engagement, and thus retention, even in students who are unable to attend the conference.

# Western Psychological Association

## APPLICATION FOR FUNDING TO ATTEND THE WESTERN PSYCHOLOGICAL ASSOCIATION CONVENTION

Dates: April 30, 2020 - May 3, 2020

Convention Location: San Francisco, CA

### What is the Western Psychological Association (WPA)?

"The Western Psychological Association was founded in 1921 for the purpose of stimulating the exchange of scientific and professional ideas and, in so doing to enhance interest in the processes of research and scholarship in the behavioral sciences ([westempysch.org](http://westempysch.org))."

### What reasons are there to go to the Western Psychological Association Convention?

1. Over thirty distinguished speakers
2. Meet students and professors from other colleges who share your interests
3. Visit with representatives of graduate programs, learn about new books from major publishers, and buy some great stuff from The Psych Store.
4. Attend special programs for students sponsored by Psi Chi, the International Honor Society in Psychology, and by Psi Beta.
5. Attend social events planned throughout the convention ([westempysch.org](http://westempysch.org))."

### Funding

The Psi Beta Research Club has been awarded funding from AS to help students attend the conference. The amount of funding assistance you receive will be determined by how many people apply for the funds. A completely funded trip is unlikely. The average cost for a student to attend is \$772, we hope to cover as much of this amount as possible. Please let us know if you are unable to cover any of your own expenses.

### Applicants must meet the following criteria:

- ☐ Demonstrate an interest in psychology through completing this application.
- ☐ Have attached a statement to this application, detailing your interest in psychology, in attending this convention and how you will benefit from it (250 words maximum). Also include a brief (50 words maximum) description of whether you have already paid for a portion of your trip or if you are able to pay for a portion of it.
- ☐ Have at least a 2.5 minimum GPA (attach unofficial transcripts and highlight gpa)
- ☐ Have registered for WPA demonstrating commitment to attend.  
<http://westempysch.org/convention/> Please attach confirmation of your registration.
  - ☐ Please check here if you already paid your registration fee or received free registration for volunteering. (Note: You do not have to pay when you register)
- ☐ Have paid student activity fees (attach current schedule)
- ☐ Is a current Mt. Sac student at the time of the convention.

### Applicants who satisfy the following criteria will be given priority:

- ☐ Are active members of the Psi Beta/Research Club (attends meetings, contributes significantly, helps with fundraising)
- ☐ Will be presenting research at the WPA convention
- ☐ Can attend all days of the conference (Thursday April 30th - Sunday May 3th)

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Name: \_\_\_\_\_ Mt. Sac ID#: A \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

If you have any questions, please contact [sblacksher@mtsac.edu](mailto:sblacksher@mtsac.edu). Please submit your application via email to [sblacksher@mtsac.edu](mailto:sblacksher@mtsac.edu) OR in-person to Professor Shiloh Blacksher in the Mt. Sac Psychology Department by Friday, March 20, 2020.

## Budgeting Estimates

### Per Student Costs Estimate

#### ITEM

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Registration	= \$90.00
Hotel (Hyatt hotel)	~ \$352.00
(\$320/night x 4 nights + tax = \$1408)	
4 students to a room (hotel limit)	
Meals	= \$120.00
\$30/day x 4 days	
Airfare	~ \$200.00
Transportation to and from airport	= \$10.00

**TOTAL \$772.00**

**8 students (2 rooms) + 1 advisor (1 room) = 3 rooms**

#### ITEM

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Registration (\$90/pp)	= \$600.00	
Hotel	~ \$4,224.00	(\$217-\$365)Hotels.com
(\$320/night x 4 nights + tax = \$1408)		
4 students to a room (hotel limit)		
Meals	= \$1,080.00	
\$30/day x 4 days=\$120/pp		
Airfare (\$200)	~ \$1,800.00	
Transportation to and from airport	= \$90.00	

**TOTAL \$7,794.00**

### Budgeting Estimates

**4 students (1 rooms) + 1 advisor (1 room) = 2 rooms**

**ITEM**

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Registration (\$90/pp) = \$300.00

Hotel ~ \$2,816.00

(\$320/night x 4 nights + tax = \$1408)

4 students to a room (hotel limit)

Meals = \$600.00

\$30/day x 4 days=\$120/pp

Airfare (\$200) ~ \$1,000.00

Transportation to and from airport = \$50.00

**TOTAL \$4,766.00**

## Budgeting Estimates

### Hotel alternatives

Rooms were looked up on 01/09/2020, prices may have changed

Destination, property, or landmark	Check-in	Check-out	Rooms	Adults	Children
San Francisco, California, United States of America	04/30/20 Thursday	05/03/20 Sunday	3 3 nights	Room 1: 4 Aged 18+	0 0-17
				Room 2: 4 Aged 18+	0 0-17
				Room 3: 1 Aged 18+	0 0-17

[Search](#)

Good distance:

#### Cornell Hotel de France

715 Bush St. San Francisco, CA, 94108, United States, 866-573-4235



##### Nob Hill

- 0.9 miles to Embarcadero
- 0.2 miles to City center

[Collect nights](#)

##### Fabulous 8.8

892 Hotels.com guest reviews

Great Rate

~~\$840~~ **\$228**

nightly price per room

(\$2,055 for 3 rooms, 9 guests, 3 nights)

[Choose Room](#)

Secret Price available

[Unlock now](#)

#### San Francisco Marriott Marquis

780 Mission Street, San Francisco, CA, 94103, United States, 866-573-4235



##### Union Square

- 1.0 mile to Embarcadero
- 0.2 miles to City center

[Collect nights](#)

[Parking available](#) [Gym](#)

[Air Conditioning](#)

##### Fabulous 8.6

2,818 Hotels.com guest reviews

Great Rate

~~\$664~~ **\$228**

nightly price per room

(\$2,052 for 3 rooms, 9 guests, 3 nights)

[Choose Room](#)

WIFI and good distance:

#### The Park Central San Francisco

50 3rd St. San Francisco, CA, 94103, United States, 866-573-4235



##### South Beach

- 0.8 miles to Embarcadero
- 0.3 miles to City center

[Collect nights](#)

[Parking available](#) [Pet-friendly](#)

[Gym](#) [Air Conditioning](#)

##### Very Good 8.2

1,520 Hotels.com guest reviews

[Special Deal](#)

We have 4 left at

~~\$246~~ **\$197**

nightly price per room

(\$1,769 for 3 rooms, 9 guests, 3 nights)

[Free cancellation](#)

[Pay now or at hotel](#)

[Choose Room](#)

## Budgeting Estimates

### Hotel Zelos San Francisco

12 4th St., San Francisco, CA, 94103, United States, 866-573-4235



- Union Square
  - 1.0 mile to Embarcadero
  - 0.2 miles to City center
- Collect nights
- Parking available Pet-friendly
- Gym Air Conditioning

**Very Good 8.4**  
1,086 Hotels.com  
guest reviews

**Special Deal**

We have 4 left at

~~\$244~~ **\$216**

nightly price per room

~~(\$1,943 for 3 rooms, 9 guests, 3 nights)~~

**Choose Room**

### Royal Pacific Motor Inn

661 Broadway, San Francisco, CA, 94133, United States, 866-573-4235



- Russian Hill
  - 0.8 miles to Embarcadero
  - 0.7 miles to City center
- Collect nights
- Free parking

**Good 7.4**  
682 Hotels.com guest  
reviews

**\$217**

nightly price per room

~~(\$1,950 for 3 rooms, 9 guests, 3 nights)~~

✓ Free cancellation

**Choose Room**

Breakfast, WIFI and Good distance:

### Executive Hotel Vintage Court

650 Bush Street, San Francisco, CA, 94108, United States, 866-573-4235



- San Francisco
  - 0.9 miles to Embarcadero
  - 0.2 miles to City center
- Collect nights
- Parking available Pet-friendly

**Very Good 8.0**  
1,167 Hotels.com  
guest reviews

Great Rate

~~\$458~~ **\$293**

nightly price per room

~~(\$2,638 for 3 rooms, 9 guests, 3 nights)~~

**Choose Room**

## Possible Flights

### Trip & Price Details

Price

Payment

Confirmation

**Flight** Modify Remove

**\$943.68**

	Thu 4/30	ONT → SFO	6:45AM → 8:05AM	1hr 20min	Nonstop	Wanna Get Away
	Mon 5/4	SFO → ONT	4:10PM → 5:55PM	1hr 45min	Nonstop	Wanna Get Away

Price per passenger	\$82.94
Taxes and fees per passenger	\$35.02
Total per passenger	\$117.96
Passenger(s)	x8
Flight total	\$943.68

Helpful Information:

APR 30 - MAY 3  
✈ ONT → SFOTOTAL  
\$1,063.68 ▼

## Trip &amp; Price Details

✈  
Price

Payment

Confirmation

✈ Flight Modify Remove

\$1,063.68 ^

✈ Thu 4/30	ONT → SFO	1hr 20min	Nonstop	Wanna Get Away	Price per passenger	\$96.89
	6:45AM 8:05AM				Taxes and fees per passenger	\$36.07
✈ Sun 5/3	SFO → ONT	1hr 25min	Nonstop	Wanna Get Away	Total per passenger	\$132.96
	10:20AM 11:45AM				Passenger(s)	x8
					Flight total	\$1,063.68

## Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account.

No change fees.<sup>1</sup>

Change your flight later without a fee.

<sup>1</sup> Fare difference may apply.

BAG FEE *	\$0.00
SUBTOTAL	\$775.12
TAXES & FEES	\$288.56
TRIP TOTAL	\$1,063.68

[Show price breakdown](#)

Get a \$100.00 statement credit  
after first purchase and  
Earn 30,000 Rapid Rewards® points  
after qualifying purchases.

[Learn more >](#)

YOU PAY TODAY	\$1,063.68
CREDIT ON YOUR STATEMENT	-\$100.00
TOTAL AFTER STATEMENT CREDIT	\$963.68

Not ready to buy yet? [Save this flight for later.](#)\* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

 Add a car**Book now. Pay later!**

From \$57.60\*/day in San Francisco

[Book now](#)

\*Taxes and fees excl. Terms apply.

PICK-UP LOCATION

**San Francisco**

San Francisco, CA - SFO

PICK-UP DATE

**4/30**

Thu, Apr 30, 2020

PICK-UP TIME

**9:00 AM**

RETURN LOCATION

**San Francisco**

San Francisco, CA - SFO

RETURN DATE

**5/03**

Sun, May 3, 2020

RETURN TIME

**9:00 AM**

RENTAL COMPANY (Optional)

**No preference**

VEHICLE SIZE (Optional)

**No preference****Search**Not ready to buy yet? [Save this flight for later.](#)\* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)**Log in for faster checkout****Continue**By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Chart: Mount San Antonio College Fiscal Year: 20 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both

Start Over

Organization: Fund: XXXXXXXXXX Psychology Club Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
<span style="background-color: black; color: black;">XXXXXXXXXX</span>	R	Student Club Revenues	0.00	510.00	0.00	
<span style="background-color: black; color: black;">XXXXXXXXXX</span>	R	Beginning Balance-Student Cl...	0.00	2,164.95	0.00	
		Net Total	0.00	2,674.95		

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Record 1 of 2