



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**

Request#: 14 Organization: \_\_\_\_\_  
Date Received: 3/1/16 Person submitting form: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Sponsor: Aneca Nuyda Date: \_\_\_\_\_  
Co-Sponsor: Johnny Montrel Date: 3/3/16

Amount Requested: ~~\$4,788~~ \$4338 *meal money \$810 for food done*

Name of person that will process your Banner requisition(s): Shelley Doonan

Signature: Shelley Ext. [Redacted]  
(of person listed above)

*NOTE: The person listed MUST have completed Banner Requisition Training; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.*

Name of Event: **Chicago National Restaurant Association (NRA) Show**

Date of Event: 5/21/2016 – 5/24/2016 Location: Chicago, Illinois  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

Advisor Name: Shelley Doonan Extension: [Redacted]

Advisor Signature: Shelley Date: 3/1/16

If this is a conference request then provide the name and extension of the advisor attending.

Name: Shelley Doonan Extension: [Redacted]

**A.S. Senate**

For: 7 Against: 1 Abstain: 0 Date: 3/8/16

**A.S. Executive Board**

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_ Date: \_\_\_\_\_

**A.S. President**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: *(see attached)*

Anticipated number of attendees: Nine (9)

Students participating in this activity must have paid their current activity fee.  
NOTE: Student Life no longer gives out "stickers" for the activity fee. Fees must be verified electronically, via the Associated Students website.

Who will be verifying this information?

*Brandon Lai and Shelley Doonan will be verifying this information.*

Cost breakdown: *(Please be specific and include a separate line item for each expense).*

*(see attached)*

#### FUNDING CONDITIONS:

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all requisitions with approved vendors through the Banner system. Associated Students will NOT provide an expense envelope or petty cash for purchases. Although forms must be signed by the Director of Student Life, you (the requestor) are responsible for ensuring that all necessary forms and/or Banner requisitions are processed within the required timeframe.

This form must be completely filled out (requestor should complete all areas in blue type) and submitted to the A.S. Secretary at least 6 WEEKS prior to the date of the event/activity to be considered for funding. This will allow the Associated Students to review the nature of your request, approve the request, complete the process of allocating funds, and allow appropriate time for the event/activity to be advertised (in accordance with the A.S. Publicity Directive). NOTE: If the event requires Board of Trustees approval (i.e. payment for speakers, performers, contracts, or out of state travel), clubs must submit the Board item to the Associated Students Secretary by the first of the month PRIOR to the month of travel or event. Other groups must submit board item(s) through their division.

Advisor: *[Signature]* Please initial to indicate that you have read and understood the A.S. "Funding Conditions"

#### INDEPENDENT CONTRACTOR(S):

If your event(s) requires that you pay speakers or performers for services, please complete the information below (A.S. does not make "donations" to groups). Any money paid for a service is considered to

Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).

The Chicago Nation Restaurant Association (NRA) Show is the largest gathering of the restaurant, foodservice, and hospitality industry, which provides a great opportunity to introduce Mt. SAC students to the hospitality world. Our goal is to amplify interest in the restaurant, foodservice, and hospitality industry by providing students an opportunity to be selected in this yearly trip to Chicago. While at the NRA Show, students will forge new relationships and seek out career employment as they engage in conversation with representatives of thousands of companies within the hospitality industry. The NRA provides access to hundreds of educational sessions, seminars, and panels with master chefs, and successful managers, CEOs, and international guest speakers where students will be given tips and tricks, acquire new information, equip new skills, and stimulate innovative ideas. When the show ends each day, our plan is to embark students on diverse tours throughout Chicago. These tours will teach students about Chicago's rich history and culture, and the history of the restaurants. In addition, students will experience different dining styles, taste Chicago style food, and witness the grand architecture that will serve as an invaluable tool for their careers.

## NRA: Chicago Travel Expenses

Dates of Attendance:

5/21/2016 - 5/24/2016

Number of Attendees: 9

Advisor: Shelley Doonan

Stephen Doelger

Brandon Lai

Monica Lopez

### Educational Tours and Activities

**Activity**

**Estimated Cost**

Rachel (Jiin) Choi

Food and Architecture 1983 Tour

\$30 Per Person

x9

\$ 270.00

Ashley McFadden

Pizza Tour

\$60 Per Person

x9

\$ 540.00

Fiorella Nunura

360 Chicago (John Hancock Observatory)

\$20 Per Person

x9

\$ 180.00

Fabian Arredondo

Chicago Trolley and Double Decker

\$43 Per Person

x9

\$ 387.00

Franco Lossio Quilcate

Flavors of Chicago Tour

\$55 Per Person

x9

\$ 495.00

Architecture and History Kayak Tour

\$69 Per Person

x9

\$ 621.00

Driehaus Museum

\$25 Per Person

x9

\$ 225.00

Chicago Architecture Foundation River Cruise

\$46 Per Person

x9

\$ 414.00

Wendella Boat Tour

\$44 Per Person

x9

\$ 396.00

**Total for All Tours and Activities**

**\$392 Per Person**

**x9**

**\$ 3,528.00**

### Food and Restaurant Experiences

**Restaurant**

**Type of Dining**

**Estimated Cost**

La Cuchara

Casual

\$15 Per Person

x9

\$ 135.00

Tanta Chicago Peruvian

Casual

\$15 Per Person

x9

\$ 135.00

India House

Upscale Buffet/Dining

\$30 Per Person

x9

\$ 270.00

Prime and Provisions

Fine Dining

\$80 Per Person

x9

\$ 720.00

**Total for All Dining**

**\$190 Per Person**

**x9**

**\$ 1,260.00**

### Estimated Total Expenses

Tours and Activities

\$3,528

Food and Restaurant

\$1,260

**Total**

**\$4,788**