



Appropriation of Funding

Associated Students, Mt. San Antonio College

Meeha

For Office Use Only

event 3/27

Request#: 18

Date Received: _____

Organization: Dream Believe Achieve

Person submitting form: Krisaly Gonzalez

Email address: _____

Phone: _____

Sponsor: *[Signature]*

Date: 03-07-2019

Co-Sponsor: Jacob Fluck

Date: 03-07-2019

Amount Requested: 3,000

Name of person that will process your Banner requisition(s): Elizabeth Estevez
yadira perez

Signature: *yadira perez* Ext. _____

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: Unity Ball

Date of Event: Thursday, May 2nd 2019 Location: 9C Patio and Stage
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Yadira Perez
Advisor Name: Elizabeth Estevez

Extension: _____
Extension: _____

Advisor Signature: *yadira perez*

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

Name: Yadira Perez or Elizabeth Estevez Extension: _____

A.S. Senate

For: 7 Against: 1 Abstain: 0 Date: 3/19/19

A.S. Executive Board

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. President

Signature _____ Date: _____

Purpose for this event: On separate page

Anticipated number of attendees: 300

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?

Explanation on separate page

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

Type detailed cost breakdown here: on separate page

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. Petty cash may be reimbursed up to \$200.00. 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 4 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 country 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:

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).

Cost break down:

Food			
Item	Cost	Quantity	Vendor/ Company
Tacos	1500.00	Enough for 300 people	Tacos de Anda
Desserts	400.00	Enough for 300 people	Sams club or Costco
Agua Frescas	300.00	6 five gallons	Tacos de Anda
Fruit	150.00	Enough for 300 people	Cardenas and food
Cake	120.00	2 cake	Porto's
Appetizers	146.00	4 Platters	Costco
Total			2,470

Utensils			
Item	Cost	Quantity	Vendor/ company
Forks	11.00	600	Sams Club
Spoons	11.00	600	Sams Club
Cups	9.00 X 2 =18.00	2 packets of 330	Sams Club
Plates	15.00	600 count	Sams Club
Napkins	13.00	3,000 count	Sams Club
Hand Sanitizer	5.00	67.6 ounces	Sams Club
Total			73.00

Decoration			
Item	Cost	Quantity	Vender/ Company
Fake Candle	1.00 X 15= 15.00	2 each in a pack = 30	Dollar Tree
Balloon	8.00 X 2=16	72 X 2= 144	Party City
Patio Lights	80.00	2 packs of 24 feet	Lowe's
Table Cloths	100.00	15 clothes	Party City
Flowers	100.00	10-15 center pieces	Costco
Total			311.00

Grand Total= 3,000

The purpose of this event is to illuminate the diversity of the Mt. San Antonio College (Mt. SAC) student body specifically through the variety of clubs that exist and whom represent the various needs of our student population. Effective communication between student organizations is vital in order to execute and collaborate this event. The purpose of this event also stems from our previous lack of communication within clubs on campus which has been brought to our attention that many clubs have felt secluded throughout the Mt. SAC community. Therefore, our hopes are that with this event we will be able to unify our campus organizations; fostering a sense of inclusion on campus. Consequently, allowing other students on campus to become aware of ways to become involved on campus, increase retention rates, and build a sense of community. Our students are the ones that construct and generate the clubs on campus and it would be a great opportunity for every student to build this connection. Our goal is to encourage every club on campus to benefit from this event by expanding their diversity and culture amongst other students that will consequently create a sense of community to many students.

In participating this event we understand that every student must pay their fees, with that being said we will have different strategies to get this on board. The first strategy that we have is the way that our club secretaries communicate with our club members. They will be sending vast emails to every member so that they can remind them to pay their fees. Another strategy will be if we get approved of this event, we will be making flyers that will promote the event, and a reminder to pay their fees. Our final strategy will be promoting it on every clubs social media.