



Appropriation of Funding

Associated Students, Mt. San Antonio College

For	Use	Organization: Associated Students
Request #:	<u>25</u>	Person submitting form: <u>Aneca Abcede</u>
Date Received:	<u>4-6-17</u>	Email address: [REDACTED]
		Phone: [REDACTED]
Sponsor:	<u>Brenda Noarbe</u>	Date: _____
Co-Sponsor:	<u>Dann Garcia</u>	Date: _____

Amount Requested: \$90

Name of person that will process your Banner requisition(s): Leslie Hennings

Signature (of person listed above): _____ Ext. Type Here

*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: **11th Annual Health Professions Conference**

Date of Event: /5/17 **Location:** Mt.San Antonio College

5 *complete a separate Use of Facilities Form to request campus facilities through E*

Advisor Name: Andrea Sims **Extension:** Type Here

Advisor Signature: _____ **Date:** _____

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

Name: Type Here

Extension: Type Here

A.S. Senate

For: 10 Against: 0 Abstain: 1 Date: 4/11/17

A.S. Executive Board

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

A.S. President

Approve Veto Signature: _____ Date: _____

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

Celebrating its 11th year at Mt. San Antonio College, this is the largest and most comprehensive health professions conference of its kind in the United States. The conference features keynote speakers, workshops on admissions and career tracks, focus groups on various health fields, interactive skills demonstrations including suturing and casting workshops, panel discussions, networking, a 2 1/2 hour health education fair, deans of admission, and much more.

This is a great networking opportunity to meet public health educators who teach people about behaviors that promote wellness. They develop and implement strategies to improve the health of individuals and communities. Attendance will allow a better understanding of how to promote student wellness on campus. The Professionals Health Conference is a very well organized health conference. Attendance will help to facilitate notation and ideas towards the Science Conference.

<https://signup.mtsac.edu/Online/seatSelect.asp>

Anticipated number of attendees: 2

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?

Both students attending are Associated Student Officers, which are required to pay their Activitis Fee.

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

45 x 2 = 90

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: _____ 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 be an 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).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the **A.S. Secretary (lhennings@mtsac.edu)** at least 6 weeks prior to the event date.

Approval of Independent Contractors - Must list name(s) of individuals