



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#:

21Organization: Psi Beta/ Research Club and Psychology ClubPerson submitting form: Stacy Bacigalupi

Date Received:

5/13/16

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor:

Justin Des RochersDate: May 10, 2016

Co-Sponsor:

BEVERLY VAN YANDate: May 10, 2016

Amount Requested:

~~\$12,889~~14,178

+ 1050 Food ✓

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

Signature (of person listed above): Stacy Bacigalupi

Ext. [REDACTED]

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: APA (American Psychological Association) Annual ConferenceDate of Event: 08/04/2016 - 08/07/2016 Location: Denver, Colorado

(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Stacy Bacigalupi

Extension: [REDACTED]

Advisor Signature:

Date: 5/10/16

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

Name: Stacy Bacigalupi

Extension: [REDACTED]

A.S. SenateFor: 12Against: 1Abstain: 0Date: 5/17/16**A.S. Executive Board**For: 5Against: 0Abstain: 0Date: 5/17/16**A.S. President**

Signature _____

Date: _____

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

We are requesting funding to attend the American Psychological Association's (APA) annual convention in Denver, CO. "APA is the world's largest association of psychologists, with more than 117,500 researchers, educators, clinicians, consultants and students as its members." "APA aspires to excel as a valuable, effective and influential organization advancing psychology as a science. The core values that guide our mission include pursuit of excellence, knowledge, diversity and ethical action. Our strategic plan goals are to maximize the association's organizational effectiveness, expand psychology's role in advancing health and increase recognition of psychology as a science"(APA.org).

By attending this convention, students will have the opportunity to "learn, grow, and connect" with other students, professors, researchers, and professionals in the field of psychology. The convention is a 4-day event where researchers, professionals, and students present their recent research on broad-based themes within psychology, "integrating psychological science and practice" (APA.org).

By attending this event Mt. SAC students will be exposed to current research and practice within psychology. Students will also be able to network with other students, professors, researchers, and professionals. Students will then be able to pass on the knowledge, enthusiasm, passion, and research in psychology they gain at the conference to share with other Mt. SAC students. Finally, students who attend this conference will gain a greater appreciation for research and practice in psychology, helping them in their pursuit of degrees beyond Associates and Bachelors.

Anticipated number of attendees: 14

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?

An officer from the Psi Beta/ Research Club will gather students' class schedules to verify that their activities fees have been paid.

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

Cost of Attendance	\$ 4,635
Airfare	\$ 3,500
Hotel Accommodations	\$ 3,348
Transportation	\$ 400.00

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.



What is the American Psychological Association (APA)?

“APA is the leading scientific and professional organization representing psychology in the United States. Their mission is to advance the creation, communication and application of psychological knowledge to benefit society and improve people’s lives” (APA.org).

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Who should attend the convention?

“Anyone who is interested in learning about research relating to psychology and obtaining further knowledge about the field of psychology” should attend the conference (APA.org).

Convention information:

Dates: August 4, 2016 - August 7, 2016

Location: Denver, Colorado

Applicants must meet the following requirements:

- Have completed a minimum of one psychology class with a grade of B or better
- Have an interest in psychology
- Have at least a 3.25 or higher cumulative GPA (Please attach full transcript)
- Have paid activities fees (Please attach current schedule)
- Have completed this application

If you have any further questions, please contact the following:

Psi Beta Research Club [redacted] or Stacy Bacigalupi [redacted] Please submit your application via email to [redacted] by midnight on June 19, 2016.

Name: _____ Date: _____

Phone number: _____ E-mail: _____

Psychology Department club(s) you are active in (check all that apply):

- Psi Research Club Beta Psychology Club Mental Health Awareness Club

In the space provided below please explain why you would like to attend the APA convention, and discuss what experiences have lead you to this interest (300 words maximum).

CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM

Name: Psi Beta/Research Club Dept: Psychology
 Home Address: Psychology Department, 1100 N. Grand Ave, Walnut, CA 91789

Conference Name: APA (American Psychological Association) Annual Convention
 Conference Location: Denver, Colorado Dates: 08/04/2016 - 08/07/2016

Classified Full-Time Faculty Will POD funds be used? Yes No cost to the District
 Part-Time Faculty Management Students No

A CONFERENCE AND TRAVEL REQUEST

<input checked="" type="checkbox"/> Commercial Air	<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> District Vehicle
<input checked="" type="checkbox"/> Automobile Rental	<input type="checkbox"/> Meals	<input type="checkbox"/> Bus* <input checked="" type="checkbox"/> Van* <input type="checkbox"/> Truck*
<input type="checkbox"/> Private Automobile	<input checked="" type="checkbox"/> Registration \$ 4,635	<input checked="" type="checkbox"/> Use of District Credit Card for District Vehicle Fuel Only
<input type="checkbox"/> Other Itemize): _____		
Account No.: _____	Estimated Cost: _____	
Account No.: _____	Estimated Cost: _____	
Account No.: _____	Estimated Cost: _____	
I recommend approval of the above request. To the best of my knowledge, expenses will not exceed available funds.		
Staff Development / Date (POD Funds ONLY)		Immediate Manager's Approval / Date
Approved: _____		Date of Board Approval (if required) ATTACH COPY
Superintendent/President or Designee / Date (Out-of-State ONLY)		

B CONFERENCE AND TRAVEL EXPENSE CLAIM

Commercial Air (Must submit AIRLINE RECEIPT)			
From: <u>LAX</u>	To: <u>Denver International Airport</u>	and Return = _____	Total Airfare <u>\$2,500</u>
AUTOMOBILE RENTAL (Must submit RECEIPT)			Total Rental _____
PRIVATE AUTOMOBILE			
From: <u>Denver International Airport</u>	To: <u>Kimpton Hotel Monaco Denver</u>	& Return: = <u>\$400.00</u> Miles @ <u>\$6.67/mile</u>	Total Mileage _____
Garage or Parking Dates: _____ to _____	Days @ _____ /day	Total Parking _____	
Taxi / Bus fares (list separately)			
Date: _____ From: _____ To: _____ Rate: _____			
Date: _____ From: _____ To: _____ Rate: _____	Total Taxi/Bus _____		
HOUSING (Must submit ITEMIZED HOTEL BILL)			
Date: <u>08/04 - 08/07</u>	Hotel: <u>Kimpton Hotel Monaco Denver</u>	City: <u>Denver, CO</u>	Rate: <u>\$369.17</u> /night for 4 rooms
Date: _____	Hotel: _____	City: _____	Rate: _____ /night
Date: _____	Hotel: _____	City: _____	Rate: _____ /night
			Total Housing <u>\$3,348</u>
MEALS			
Date: <u>08/04 - 08/07</u>	Breakfast <u>\$12</u>	Lunch <u>\$12</u>	Dinner <u>\$12</u> for 14 people
Date: _____	_____	_____	_____
Date: _____	_____	_____	_____
			Total Meals <u>\$ 2,016</u>
Claims over \$30.00/day require itemized receipts			
REGISTRATION (Must submit RECEIPT)			Total Registration <u>4,635</u>
OTHER (Please itemize) _____			Total Other _____
This is to certify that the above expenses were incurred without personal profit:			GRAND TOTAL <u>\$12,899</u>
Claimant's Signature _____	Date _____	Mgr. Approval _____	Date _____
(POD Funds ONLY)			
POD Management Signature: _____			Date _____
Revised 1/1/13			