



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request #: 3
Date Received: 8-27-18

Organization: Phi Theta Kappa
Person submitting form: Yasir Chaudhry
Email address: [REDACTED]
Phone: [REDACTED]

em sent 9/10/18
Vetoes 9/11
sent email 9/12

Sponsor: [Signature] Date: 8/31/18
Co-Sponsor: Richmond Tang Date: 9/4/18

Amount Requested: \$ ~~15,671.00~~ 9845 8179

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

Signature (of person listed above): [Signature] 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: PTK Catalyst

Date of Event: April 4-6, 2019 Location: Orlando, Florida
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Misty Kolchakian Extension: [REDACTED]

Advisor Signature: [Signature] Date: 8/27/2018

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

Name: Misty Kolchakian Extension: [REDACTED]

A.S. Senate

For: 7 Against: 0 Abstain: 1 Date: 9/4/18

A.S. Executive Board

For: 7 Against: 0 Abstain: 0 Date: 9/4/18

A.S. President

[REDACTED]

9/10/18 veto vote. 3/3/10 - goes to Pres recommendation

Approve

Veto

Signature: _____

Date: _____

Shadiyah Omar
9/11/18

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

PTK Catalyst, is Phi Theta Kappa's annual convention where over 4,000 members, advisors, and partners from 500 chapters from all over the nation gather to receive their awards and recognition, as well as to network, participate in workshops, and engage with guest speakers about their experiences on their given subject. In 2018, Phi Theta Kappa had the Hamilton star, Daveed Diggs, talk about his experiences to success; as well as Social Psychologist and Best-selling Author, Amy Cuddy, talk about the importance of power poses and feeling powerful.

With these enriching talks, we believe PTK Catalyst will help motivate students to pursue academic excellence and to aim for the best in life.

PTK Catalyst also provides various workshops during the day, which focus on internships, building one's resume, and scholarship opportunities, as well as info sessions regarding PTK Projects and how to maintain a 5-star chapter status. The skills learned from PTK Catalyst workshops will help Phi Theta Kappa officers and members on our annual College Project that directly benefits the college. An example of past College Projects have been helping build the STEM Center by making a full report and conducting a thorough research by surveying students and visiting other colleges with a similar program and center. This year, we have been focusing on the homeless student population of Mt. SAC and have surveyed the Mt. SAC student population to collect information about the demographics of homeless students on campus, which has been reported back to Koji Uesugi (Dean of Student Services), the Mt. SAC Board of Trustees, and Dr. Scroggins.

PTK Catalyst is primarily geared towards the club officers; however, the event is also meant to recognize club members who are actively involved with Phi Theta Kappa. Thus, while all officers will be attending, 1 additional chapter member will be selected based on their performance and contribution to our PTK chapter. PTK Catalyst's awards ceremony recognizes the performance and efforts as chapters in the United States. It is also includes an awards night for the chapters' Honors In Action (HIA) Research and Service Projects—an annual research done by PTK chapter members to help serve and better the community, and to promote academic excellence. To name a few, our Mt. SAC Chapter, Alpha Omega Alpha, has continuously won the following awards for the previous years:

- **Distinguished Honors In Action Theme Award**
- **Distinguished Honors In Action Project Award**
- **Distinguished Chapter Officer Team Award**
- **Distinguished Chapter Member Award**
- **Distinguished Chapter Award**

• *Beta Alpha Continued Excellence Award (award given to chapters who win the Distinguished Chapter Award for 3 years straight)*

- **Ranked in Top 100 Chapters**

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?

All members of Phi Theta Kappa are required to have paid their student activities fee in order to be a member of the club.

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

Accommodation: Gaylord Palms Resort and Convention Center

Price per night for a room (includes tax)	\$ 229.00
Rooms required	5 rooms
Nights	3 nights
Total Accommodation Fee	\$ 3,435.00

Air fare: American Airlines

Price per person (Round trip including tax)	\$ 475.00
Number of attendees	14
Total Air fare	\$ 6,650.00

Transportation from Airport-Hotel (round trip)

Airport Shuttle fee per person	\$ 40
Number of attendees	14
Total Transportation fee	\$ 560.00

Registration:

Registration fee per person	\$ 359.00
Number of Attendees	14
Total	\$ 5,026.00

Grand Total	\$ 15,671.00
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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: MC Please initial to indicate that you have read and understood the A.S. "**Funding Conditions**"

Name of Attendees:

1. Alexandra Pinedo (VP of Fundraising)
2. Ana Fernanda Morales (VP of Fellowship)
3. Courtney Darcy (VP of Leadership)
4. David Piller (Director of Membership)
5. Jocelyn Shih (VP of Scholarship)
6. Kiara Campbell (Treasurer)
7. Maryam Murad (Historian)
8. Melany Hernandez (ICC Representative)
9. Sophia Ruiz (VP of Service)
10. Victoria Yan (Secretary)
11. Yasir Chaudhry (President)
12. Zac Sledge (Director of Communications)
13. Chapter Member (TBD)
14. Misty Kolchakian (Advisor)

3 Male attendees
9 Female attendees
1 Chapter Member
1 Advisor

These attendees listed were chosen to attend the conference based on their performance and contribution to the PTK Honors In Action (HIA) Research and Service Project and PTK College Project. 1 additional chapter member (TBD) will be selected via a vote within the PTK officer team. Selection criteria would include the member's club involvement, volunteer hours, leadership, and potential to become an officer for the following year. Each attendee listed above has contributed a significant amount of time and effort in researching and preparing our HIA Service Project and College Project.