



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**Request#: 1Date Received: 8/31/17Organization: Alpha Gamma SigmaPerson submitting form: Lupita De La Cruz

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor:	<u>Wcky Morales</u>	Date:	<u>9/5/17</u>
Co-Sponsor:	<u>Joel Garcia</u>	Date:	<u>9/5/17</u>

**Amount Requested:** \$7194.49**Name of person that will process your Banner requisition(s):** Lupita De La Cruz**Signature** (of person listed above): Guadalupe De la Cruz 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:** Alpha Gamma Sigma 92nd Spring State Convention**Date of Event:** April 13-15, 2018**Location:** San Jose, CA*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)***Advisor Name:** Lupita De La Cruz, Cynthia Orozco & Blanca Juarez **Extension:** [REDACTED]**Advisor Signature:** Guadalupe De la Cruz **Date:** 8/30/2017

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

**Name:** Lupita De La Cruz **Extension:** [REDACTED]**A.S. Senate**For: Against Abstain: 5 Date: 9/5/17**A.S. Executive Board**For: 5 Against: 0 Abstain: 0 Date: 9/5/17**A.S. President**

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

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: In order to maintain good standing, all AGS chapters are required to attend this annual event. This event provides a wide range of workshops on leadership, and it also awards AGS scholarships to outstanding AGS members. Selected finalists are required to attend in order to qualify to receive a scholarship. In addition, Mt. SAC AGS advisors will have the opportunity to network with other AGS advisors from across California leading to their personal and professional growth as campus leaders.

Anticipated number of attendees: 11

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?

AGS Advisors: Lupita De La Cruz, Cynthia Orozco, Blanca Juarez

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

Student's conference registration (includes 2 hotel nights and 6 meals) cost: \$225 per person = 8x225 = \$1800  
Advisor's conference registration (includes 2 hotel nights and 6 meals) cost: \$245 per person = 3x245 = \$735  
Airfare: \$423.59 per person = 11x423.59 = \$4659.49

## 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: LD 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).



**Alpha Gamma Sigma**  
Incorporated



**Registration Form**

**92<sup>nd</sup> AGS State Convention – Doubletree Hotel,  
2050 Gateway Place, San Jose**

**April 13-15, 2018**

**Postmark registration deadline is March 7, 2018**

Advisor (please print) \_\_\_\_\_

Chapter \_\_\_\_\_

College \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Payment Calculation: All advisors attending must register and pay**

Room Arrangement	Number of People	Times	Price =	Room Charge
4 Persons/2 Beds	_____	X	\$225	_____
3 Persons/2 Beds	_____	X	\$245	_____
2 Persons/2 Beds	_____	X	\$280	_____
1 Person/1 Bed	_____	X	\$395	_____
Drive-In Saturday Only	_____	X	\$150	_____
Banquet Guest Only	_____	X	\$ 55	_____
<b>Total Sent:</b>				_____

\_\_\_\_\_ Number of Vegetarian meals requested

\_\_\_\_\_ Number of Vegan meals requested

\_\_\_\_\_ An ADA accessible room is needed.

\_\_\_\_\_ Please reserve a table for our chapter at the marketplace.

Advisors ONLY, please email ~~Jacqueline Faris~~ [REDACTED] with any other special needs.

**For Office use only:**

Total rooms # \_\_\_\_\_ Total # people \_\_\_\_\_ College Official \_\_\_\_\_

**A signed Terms of Registration form MUST be attached to this form in order to be processed**