



Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

For Office Use Only	
Request #:	3
Date Received:	9/6/19

I. Type of Appropriation Requested (Select all that apply):	Amount Requested per item
<input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)	\$ 0.00
<input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)	\$ 774.72
<input checked="" type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)	\$ 230.00
<input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)	\$ 80.00

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

TOTAL AMOUNT REQUESTED: \$ 1084.72

II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No

If so, please indicate the Source: N/A Amount: \$ _____

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Mt. SAC Astronomical Society

Name of Event: Dark Sky Excursion

25 Live Reservation Reference Code: 2019-AAFWTN

Event Location: Borrego Springs, CA

Event Date: Oct 24-27, 2019

Event Start to End Time: 2:00 pm on 10/24, to 2:00 pm on 10/27

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

IV. Additional Information Required

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select which priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

Please attach supplemental sheets to describe how your event fulfills one or more of A.S. Priority areas and a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.

V. Funding Conditions

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 6 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email lhennings@mtsac.edu.

A. Club Advisor / Employee Submitting Request Form

Print: Jessica Draper
 Sign: Jessica Draper
 Date: 9/5/19 Ext/Phone: [REDACTED]
 Email: [REDACTED]

B. Designee Processing Banner Requisition(s)
If different from person A.

Print: same as person A
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only			
Co-Sponsor (Motion):	<u>Sophia Ruiz</u>	Date:	<u>9/17/19</u>
Co-Sponsor (Second):	<u>Shalab Areola Bittner</u>	Date:	<u>9/17/19</u>
A.S. Senate			
For:	<u>Unanimous</u>	Abstain:	Date: <u>9/17/19</u>
A.S. Executive Board			
For:	<u>5</u>	Against:	<u>0</u> Date: <u>9/17</u>
A.S. President			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>	Date: <u>10/3/19</u>
Notification of Appropriation	Date: <u>9/20/19</u>	Requisition #:	PO #:

Purpose and Nature of the Club Event

The Night Fall Conference will be held in Borrego Springs, CA. This area of Southern California is known for its dark skies (in fact it is registered as a dark sky site in CA), which is essential for astronomical imaging. The city night sky is filled with light pollution, which makes it difficult for viewing astronomical objects, even for imaging. During this particular weekend, the Palm Canyon Resort and RV Park hosts the Night Fall Conference as a place where professional and amateur astronomers gather to image the night sky, or just simply view amazing objects in their telescopes. This conference only happens once per year. Astronomers come from all over the area to use their telescopes and allow others to look through them as well. During the day, there are several astronomy workshops that the students can attend as part of the conference.

We would like the opportunity for the students in the Mt. SAC Astronomical Society (the Astronomy Club) to attend this conference over the weekend of October 24-27, 2019. Many of the astronomers that attend this event are quite knowledgeable about the objects they're viewing, and are eager to share with others. Not only does this event give the students access to large telescopes in an incredible dark sky area, but we will also be bringing some of our campus-owned telescopes for the students to work with. The students will learn how to set up a telescope, navigate the night sky, and record images. Because of the expert astronomers and the sky conditions, this opportunity allows the students to have a unique experience of astronomy, whether visual or photographic, that would not be possible from here on campus.

The park allows for tent camping on the RV sites, which reduces the cost of staying at the facility. The Astronomical Society is asking for funding for this trip to help cover the cost of food and payment for the site. The rate also includes the registration cost of the conference. We are very grateful for the possibility of campus support for this event.

Mt. SAC Astronomical Society Club Field Trip:
Event Cost Estimate (Night Fall Conference)

**Costs assume 15 person group.

Item	Cost
Pasta	\$5.00
Pasta Sauce	\$7.00
Plates/Napkins/Cups/Eating utensils	\$20.00
Hot dogs	\$20.00
Hot dog buns	\$10.00
Chips (32 single serving packs)	\$28.00
Bread (6 loaves)	\$15.00
Peanut butter	\$6.00
Jelly	\$4.00
Fruit	\$10.00
Misc. snacks	\$30.00
Muffins (2 packs, 4 per pack)	\$10.00
Cereal (single-size box variety)	\$7.00
Pop-tarts	\$8.00
Juice (4 bottles)	\$12.00
Juice (individual packs)	\$10.00
Milk (1 gallon)	\$3.00
Water	\$30.00
Ice	\$10.00
Hot chocolate (1 box, 30 pkts)	\$5.00
Firewood	\$60.00
RV Site (4 sites, 3 nights, conference fee)	\$774.72
Grand Total	=\$1084.72

GENERAL INFO

Nightfall Star Party & Imaging Conference 2019

When & Where

October 24 – 27
 Palm Canyon Hotel & RV Resort
 221 Palm Canyon Dr.
 Borrego Springs, CA 92004
 (760) 767-5341
 (800) 242-0044

See it on Google Maps

Star Party Admission

Nightfall is a different kind of star party. There is no separate admission fee. To attend, simply contact the Palm Canyon Hotel & RV Resort (contact info is above), tell them you want to attend the Nightfall Star Party, and complete your reservation with them. We add a nominal charge for each night of your stay, which helps us offset our expenses. Other than that, there is no separate fee to attend the star party. Once the hotel confirms your reservation, you are confirmed to attend Nightfall (assuming your hotel reservation dates coincide with the Nightfall dates, of course).

If you want to attend just for the day to look around, no problem—show up and do just that! Stay into the night* to get spectacular views of the planets, nebulae, star clusters and galaxies—all for free! Please keep in mind that this is a hotel and RV resort. You are not permitted to stay *over night* unless you have made a reservation with the hotel and paid for a room or RV space.

The only fees associated with Nightfall are for lodging (hotel room or RV space) and the premium workshops.

Reservations & Lodging

Call the Palm Canyon Resort directly (at the number shown above) and let them know you're reserving a room and/or RV spot for the Nightfall Star Party. Be sure to mention Nightfall to avoid being told everything is already reserved. Hotel rooms for Nightfall go quickly. We highly recommend that you reserve your accommodations prior to June or July, if not sooner.

Lodging options include: staying in a hotel room, RV camping in a space you reserved, tent camping in an RV space you reserved, staying at a nearby hotel or RV park, or attending just for the day. All lodging and/or RV camping fees are the responsibility of the attendee and are paid directly to the resort. If you decide to attend Nightfall but wish to lodge elsewhere, you may still setup your equipment at Nightfall. Its security is your responsibility as the RAS and the Palm Canyon Hotel take no responsibility for any damage or theft to your unattended equipment.

You may attend Nightfall for just 1 night* or up to 5 nights*. Or, as mentioned above, you can just stop by for the day and into the night for no fee.* Many people make Nightfall an annual vacation and stay from Wednesday through Sunday or even until Monday. Nightfall typically offers sunny autumn days with mild temperatures—great for exploring the surrounding Anza-Borrego Desert State Park or just hanging out at the hotel's pools and hot tubs.

Tent Camping

Tent camping is permitted in the RV spaces. You must reserve an RV space to setup a tent. The RV spaces are level, hard-packed dirt/sand. As with RV camping, a power outlet and water spigot are available to you. Be sure to bring an outlet adapter if you plan to use electricity at your campsite. It's also a good idea to bring an outdoor extension cord and a surge-protected power strip.

Attending Just for the Day (or part of the night)

If you can't or don't want to book a room or RV space at the Palm Canyon Hotel & RV Resort, you are still welcome to stop in for the day to attend some of the free talks and to stick around into the night to look through some telescopes. We simply ask that you:

- Be careful and courteous with your vehicle's headlights if arriving or departing at night.
- Do not park in parking spaces meant for hotel guests.
- Do not try to stay overnight by sleeping in your car in the parking lot or sneaking into an unoccupied RV space.
- Visit the observing area just south of the main hotel building to look through telescopes (Saturday night is the best opportunity). Please avoid the imaging zone as there are cables to trip over, and people set up in this area are attempting to image and will be preoccupied with activities associated with that.

Information Packets & Communication

Since your room or RV space reservation is your Nightfall "registration," the Riverside Astronomical Society will not send you any emails, snail mail, or any other communications regarding your reservation at the Resort. Again, please call the Resort directly to make your reservation, and be sure your reserved dates coincide with the dates of the Nightfall Star Party.

This website will be updated with information regarding workshops and presentations as it becomes available, so be sure to check the Workshops page often, especially as the Star Party dates get closer.

Dining

The Palm Canyon Hotel has a restaurant and bar on-site! Other dining arrangements include bringing your own food and/or visiting one of the many Borrego Springs dining establishments.

Weather

In this day and age, we still can't predict the weather with much accuracy for more than a few days at a time! Generally speaking, the weather at Nightfall is quite favorable with daytime highs in the 80s-90s and clear skies. Wind does occasionally kick up but *usually* only during the day. The weather does vary from year to year though, of course. We like to think that Nightfall is a great opportunity to have fun with family, friends, and fellow astronomers regardless of the weather. And if the weather turns out to be good, even better!

Be sure to check the Clear Sky Chart and weather forecasting sources such as the National Weather Service and Weather Underground for forecasts within a week or so of the star party.

Activities & What to Expect

Nightfall is held in autumn each year on a Thursday, Friday, Saturday and Sunday, typically around late October or early November. Thursday is usually arrival day for those who want an early start. On Friday there are more arrivals and we have a welcome gathering on the porch of the main building in the early evening. By Saturday, most people have arrived or are arriving. We host a beginner's sky tour that evening along with some other presentations and announcements at the outdoor amphitheater. Other activities include a potluck BBQ dinner on Saturday evening, astronomy-related presentations throughout Friday and Saturday, and we might even have an ice cream social Saturday night.

The Riverside Astronomical Society hosts a premium workshop on astro-imaging during the day on Saturday. There are also several free workshops and presentations throughout Friday and Saturday. Check the workshops page frequently for updated information on presenters and topics.

Other than that, feel free to relax at the pools, hike a trail in the state park, drive around to see Ricardo Breceda's amazing metal sculptures, or just sleep in after a long night of imaging or observing.

Swap Meet

On **Saturday morning, from 8-10AM**, set up shop to sell your used astronomy gear and make a couple bucks! It's time to sell that eyepiece you never use, those books and charts you swore you were going to get around to some day, and that red flashlight that was number 36 in your collection. The Swap Meet is held in the picnic/BBQ area on the west end of the property.

Setting Up Your Astronomy Equipment

One thing the Palm Canyon Hotel & RV Resort does not lack is space! There is plenty of room for you to set up your telescope equipment in your RV space (if you reserved one) or in one of the common areas. Once set up, please be diligent when it comes to securing your equipment, be it from weather or theft. Although we've never had a problem with theft at Nightfall, a small, easily-swiped piece of equipment left in plain view may be tempting to an unsavory passerby. It's best to cover your scope during the day and to move smaller items into your tent, RV, car or hotel room when they're not in use. Get to know your neighbors and ask if they're willing to keep an eye on your things when you have to step away. Securing or stowing your equipment and a good "neighborhood watch" policy are the best defenses against theft.

Do not set up telescope equipment in the parking areas that are not specifically designated for telescopes. They should only be set up in the observing area (south of the main hotel building), the imaging zone (on the east end of the property), or in the RV park spaces.

Have Questions?

If your question about Nightfall wasn't answered here, please contact us via email or leave a question on the Latest News page (questions/commenting will be opened up about 3 months prior to the next Nightfall).

* There may be a two-night minimum for room reservations during Nightfall. A five-night stay is possible if you arrive on Wednesday and check out on Monday. Check with the resort about Wednesday arrivals and/or Monday departures for resort readiness in terms of red light conversion, etc. Visitors are welcome during the day and at night during the star party. Please note that the rooms, pools, and all other resort facilities and amenities are

Hennings, Leslie

From: Draper, Jessica L.
Sent: Wednesday, September 11, 2019 4:32 PM
o: Hennings, Leslie
Subject: Fw: HWV Check In Letter

Hi Leslie,

Below is the email from Palm Canyon, where we're staying for the Astro Society's conference/overnight trip. It has the breakdown of the conference fees and the 4 sites for 3 nights. I don't know if the attachment will show up for you since the original email is from an outside vendor, but it's just a picture of their logo. All the pricing info is in the body of the email. Let me know if you have any questions.

- Jessica

From: Palm Canyon Hotel & RV Resort <palmcanyon@highwaywestvacations.com>
Sent: Tuesday, September 3, 2019 2:34 PM
To: Draper, Jessica L. [REDACTED]
Subject: HWV Check In Letter

EXTERNAL SENDER- Exercise caution with requests, links, and attachments.

Palm Canyon Hotel & RV Resort

21 Palm Canyon Drive
BORREGO SPRINGS, CA 92004
Phone: 760-767-5341

www.palmcanyonrvresort.com
Date: 03 September 2019



Heather Jones



Registration: 529963

Site Number:

Arrival: 24 Oct 2019

Departure: 27 Oct 2019

Nights: 3

Type of

Unit:

License No:

Group Name: Nighfall 25

Date	Description	Debit	Credit	Balance
	- Occupancy	4.19		548.48
	Heather Jones 143 Back In: Best Available Rate - (26-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 142 Back In: Best Available Rate - (26-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 140 Back In: Best Available Rate - (26-Oct-19)	52.37		

	- Occupancy	4.19		
26 Oct 2019	Heather Jones 141 Back In: Best Available Rate - (26-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 143 Back In: Best Available Rate - (25-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 142 Back In: Best Available Rate - (25-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 140 Back In: Best Available Rate - (25-Oct-19)	52.37		
	- Occupancy	4.19		
25 Oct 2019	Heather Jones 141 Back In: Best Available Rate - (25-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 143 Back In: Best Available Rate - (24-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 142 Back In: Best Available Rate - (24-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 140 Back In: Best Available Rate - (24-Oct-19)	52.37		
	- Occupancy	4.19		
	Heather Jones 141 Back In: Best Available Rate - (24-Oct-19)	52.37		
	3 x Processing Fee	6.00		
	3 x Night Fall Event Fee (pay back to NFall)	18.00		
	3 x Processing Fee	6.00		
	3 x Night Fall Event Fee (pay back to NFall)	18.00		
	3 x Processing Fee	6.00		
	3 x Night Fall Event Fee (pay back to NFall)	18.00		
	3 x Night Fall Event Fee (pay back to NFall)	18.00		
24 Oct 2019	3 x Processing Fee	6.00		
02 Aug 2019	CCard Rec# 730805, Visa # 3595, Ref# 1408391285		226.24	

Total Payments: 226.24
Balance Due: 548.48

CHECK OUT TIME: 11:00 AM