



# 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 #:	4
Date Received:	9/12/19

I. Type of Appropriation Requested (Select all that apply):	Amount Requested per item
<input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)	\$ _____
<input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)	\$ 10677.56
<input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)	\$ _____
<input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)	\$ _____

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:** ~~\$ 10677.56~~

## II. Additional Sources of Funding

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

If so, please indicate the Source: Fundraising Amount: \$ 2000

\$4150 approved

## III. Event Information

Recognized Student Club/ Organization (RSCO) Phi Theta Kappa  
or Department: \_\_\_\_\_

Name of Event: Phi Theta Kappa Catalyst 2020

25 Live Reservation Reference Code: 2019-AAFXJQ

Event Location: Grapevine, Texas

Event Date: 4/02/2020 to 4/04/2020

Event Start to End Time: Starts 8am on 4/02/2020 and ends 10pm on 4/04/2020

**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.

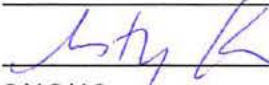

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy


*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](mailto:lhennings@mtsac.edu).

<b>A. Club Advisor / Employee Submitting Request Form</b>	<b>B. Designee Processing Banner Requisition(s)</b> <i>If different from person A.</i>
Print: <u>Misty Kolchakian</u>	Print: <u>Sue Ceja</u>
Sign: <u></u>	Sign: <u></u>
Date: <u>9/12/19</u> Ext/Phone: <u>[REDACTED]</u>	Date: <u>9/12/19</u> Ext/Phone: <u>4665</u>
Email: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>

For Office Use Only			
Co-Sponsor (Motion): <u>Sophia Ruiz</u>		Date: <u>9/24/19</u>	
Co-Sponsor (Second): <u>Fazl Mojaddedi</u>		Date: <u>9/24/19</u>	
<b>A.S. Senate</b>			
For: <u>7</u>	Against: <u>1 Hugo Piche</u>	Abstain: <u>3 Sophia Ruiz, Justin Arroya, Shaqib Arreola, Ethan</u>	Date: <u>9/24/19</u>
<b>A.S. Executive Board</b>			
For: <u>4</u>	Against: <u>2 Amy Kuan</u>	Abstain: <u>0</u>	Date: <u>9/24/19</u>
<b>A.S. President</b>			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u></u>	Date: <u>10/3/19</u>
Notification of Appropriation	Date: <u>10/1</u>	Requisition #:	PO #:

### Event Description and Benefits

PTK Catalyst 2020 is Phi Theta Kappa's annual convention where over 3,000 members, advisors, and partners from 500 chapters and 9 different nations 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 2019, Phi Theta Kappa had Celebrity Chef Jeff Henderson speak about their journey and hardships with life as a convicted felon and how they took their experiences and became successful. That same year, the members of Phi Theta Kappa voted for the new International President, James Elliot, who is also a convicted felon with a success story. With these enriching talks, we believe it will help motivate students to pursue academic excellence and to aim for the best in life despite any hardships.

PTK Catalyst also provides various workshops during the day. Such workshops focus on internships, building one's resume, info sessions regarding PTK Projects, and how to improve one's campus/community. 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. The lists of campus needs for the College Project are provided by Dr. Scroggins. 2018's College Project focused on the homeless student initiative where our chapter collected over 15,000 toiletry items and distributed every item to the Mt. SAC community at a Mounite Fresh Food Pantry. This year our chapter is focusing on food insecurity where we plan to work with the Homeless and Basic Resources Committee and attempt to improve food related issues based off survey findings.

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. PTK Catalyst's awards ceremony recognizes the performance and efforts. It is also an awards night for the chapters' Honors In Action (HIA) Research and Service Projects—an annual research project 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 College Project Award
- Distinguished Chapter Officer Team Award
- Distinguished Chapter Officer 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)

### Budget Breakdown

#### Hotel

Gaylord Texan Resort & Convention Center

- Price per night for a room (include tax):\$361.83
- Rooms required (allowed 4 per room)
  - 4 rooms

- 3 nights

Total Accommodation fee: \$ 4,341.96

**Air fare: Southwest**

Price for a person (Round trip):\$257.96

- Number of attendees 10

Total air fare: \$ 2,579.60

**Transportation from Airport – Hotel (round trip)**

Airport shuttle fee per person: \$16.60

- Number of attendees 10

Total: \$166

**Registration**

Registration fee per person: \$359

- Number of attendees 10

Total: \$ 3,590

**Grand Total: \$10,677.56**