



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only		Organization: <u>Society of Hispanic Professional Engineers</u>
Request #: <u>7</u>		Person submitting form: <u>James Reed</u>
Date Received: <u>10/3/18</u>		Email address: [REDACTED] <i>em sent 10/16</i>
		Phone: [REDACTED]
Sponsor: [Signature]		Date: <u>10/4</u>
Co-Sponsor: [Signature]		Date: <u>10/4</u>

Amount Requested: \$11,500 <u>\$9,780⁰⁰</u>
Name of person that will process your Banner requisition(s): <u>Elizabeth Estevez</u>
Signature (of person listed above): <u>[Signature]</u> Ext. [REDACTED]
<i>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.</i>
Name of Event: <u>SHPE National Convention</u>
Date of Event: <u>11/07/2018 - 11/11/2018</u> Location: <u>Cleveland, Ohio</u> <i>(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)</i>
Advisor Name: <u>James Reed</u> Extension: [REDACTED]
Advisor Signature: <u>[Signature]</u> Date: <u>10/3/2018</u>
If this is a conference request then provide the name and extension of the advisor attending.
Name: <u>James Reed</u> Extension: [REDACTED]

A.S. Senate	
For: _____ Against: <u>UNANIMOUS</u> Abstain: <u>0</u>	Date: <u>10/9/18</u>
A.S. Executive Board	
For: <u>4</u> Against: <u>0</u> Abstain: <u>0</u>	Date: <u>10/9/18</u>
A.S. President	

Approve Veto

Signature: _____

Date: _____

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

SHPE National Convention, which consists of 5 different conferences, is the largest technical and career conference for Hispanics and Latinos in the country. Each year, this conference attracts over 5,000 engineering professionals, students and corporate representatives. The conference is an opportunity for engineering companies and corporations to recruit top talent from SHPE membership. In addition it provides educational, technical and career opportunities for professional and student STEM (Science, Technology, Mathematics and Engineering) Students. Hospitality suites are available as a modern recruitment event to allow a better connection with the student and the company. Workshops hosted by professional engineers at Lockheed Martin, The Boeing Company, GMC between others, educate future STEM leaders effective communication skills, executive presence and to unfold and grow leadership techniques. Other special programs are available for advisors, corporate representatives, pre-college, undergraduate, graduate students and Latinas.

Attendees have the opportunity to join engineering and design projects for companies such as Nissan, Chevron, NASA, Raytheon and others. In such engineering projects students are able to implement critical thinking and engineering application to find innovative solutions to a current problem. Moreover, attendees in computer science fields are able to join hackathon activities where they compete on programming events. Similarly, scholarships and internship opportunities are available to all participants of this project.

On the last day of the conference a career fair is held where over 100 companies, graduate schools and programs recruit for summer internships, co-ops and full time positions. This is an opportunity for all attendees to have an exposure to the interview process and brand themselves out to potential companies.

Anticipated number of attendees: 7 students and 1 advisor

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?

James Reed (Club Advisor)

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


	Registration	Lodging	Travel	Baggage	Transportation	Meals 5 days	Total
Member 1	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Member 2	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425

Member 3	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Member 4	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Member 5	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Member 6	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Member 7	\$350	\$350	\$500	\$50	\$25	\$150	\$1,425
Faculty Advisor	\$450	\$350	\$500	\$50	\$25	\$150	\$1,525
Total	\$2,900	\$2,800	\$4,000	\$400	\$200	\$1,200	\$11,500

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:  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 be an 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).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the **A.S. Secretary (lhennings@mtsac.edu)** at least 6 weeks prior to the event date.

Approval of Independent Contractors - Must list name(s) of individuals

PROVIDER	Is this a College employee?	AREA/DEPT.	SERVICE/ ASSIGNMENT	DATE(S)	AMOUNT	FUNDING SOURCE
----------	-----------------------------	------------	---------------------	---------	--------	----------------