



Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent

For Office Use Only

#5

Organization: Type organization name here

Request#: _____

Person submitting form: Type name here

Date Received: _____

10/13/15

Email address: _____

Phone: Type phone here

Sponsor: _____

Date: _____

Co-Sponsor: _____

Date: _____

Amount Requested: ~~\$500.00~~

\$37000

Name of person that will process your Banner requisition(s): Matthew Pawlak

Signature (of person listed above): _____

[Handwritten Signature]

Ph. _____

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: _____

Fall into Ag

Date of Event: Oct 29 & 30th

Location: MT. SAC Farm

(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Matthew Pawlak

Extension: _____

Advisor Signature: _____

[Handwritten Signature]

Date: _____

10/13/15

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

Name: _____

Extension: _____

A.S. Senate

For: _____

13

Against: _____

1

Abstain: _____

0

Date: _____

10/20/15

A.S. Executive Board

For: _____

5

Against: _____

0

Abstain: _____

0

Date: _____

10/20/15

A.S. President

Signature _____

[Handwritten Signature]

Date: _____

11/13/15

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

Description of the event

The 'Fall into AG' event is an event Mt. SAC agriculture science department conducts every year during Halloween season. The purpose of this event is to highlight the agriculture sciences program offered at the college to the community and other department students. This also provides an opportunity for other departments and clubs to participate and benefit from the program. The event areas creates an environment to develop team work and leadership capabilities.

Anticipated number of attendees: 100

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?

Cost breakdown:

Cost Estimation for Fall into Ag Event - 2015 for 'AS Funding'

Event	Fall into AG - 2015			Dept	Agriculture Sciences
Host	Mr. Matthew Pawlak			Date of event	Oct-29 and 30 th - 4.30 PM to 7.30 PM
No	Category	Event Type	Quantity	Cost	Remarks
1	Food	Pop corn stand	1	\$180.00	supplies \$50 + \$130 rental
2		Soda	120	\$120.00	12 pack cans 10
3		Cake walk - Cakes		\$80.00	Pastries and cakes
4	Activities	Face Painting	1	\$40.00	
5		Pumpkin carving	2	\$10.00	
6	Contest	Photography	1	\$50.00	Souvenir items from school for 1st 2 nd and 3 rd place
7	Supplies	Cleaning Supplies	1 box	\$20.00	
Total estimated Cost				\$500.00	

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: mf 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).

Cover Letter from MT. SAC Agriculture Sciences dept. for Associated Student body funding to
'Fall into AG – 2015'

From

Matthew Pawlak, Farm Supervisor,

MT. SAC Agriculture Sciences Department, Walnut, CA,

Office [REDACTED] **Fax** [REDACTED] **Email -** [REDACTED]

To

The Associated Student body, MT. SAC College, Walnut, CA

Dear Associated Student body,

Sub – Request for the associated student body funding for 'Fall into Ag – 2015' event by Agricultural Sciences Department.

My name is Matthew Pawlak, Farm Supervisor MT. SAC Agriculture Sciences department. We conduct the 'Fall into AG' event every year during Halloween season. The purpose of this event is to highlight the agriculture sciences program offered at the college to the community and other department students. I appreciate the funding and support extended for our college clubs and events.

Please find our application for the funding request of \$500 to organize the 'Fall into AG – 2015' event.

With the application you will find the following enclosed for your perusal. 1. 'Fall into AG- 2015' – Event Brochure

- Listing of all the events that are planned by the department
- Appendix that shows the cost for popcorn machine, face painting kit and pumpkin carving kit and cleaning supplies required for the event

2. Funding request estimation sheet - Expense break up for the funding requested.

Please review the application and let me know if you have questions. Thank you.

Date – 10/13/2015

Sincerely,



Matthew Pawlak