



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: 8

Organization: CHILD DEVELOPMENT ASSOCIATION

Date Received: 11/4/15

Person submitting form: Perla Plascencia

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor: Aneca

Date: 11/10/15

Co-Sponsor: Chns Shen

Date: 11/10/15

em sent 11/2
see note
reimbursement
submit 11/25

Amount Requested: ~~\$270~~ & 25500

Name of person that will process your Banner requisition(s): AMY KRAMER

Signature (of person listed above): _____ 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: ROAD TO TEACHING CONFERENCE

Date of Event: Nov. 21, 2015 Location: Santa Ana College
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: AMY KRAMER Extension: [REDACTED]

Advisor Signature: Amy Kramer Date: 11/2/15

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

Name: Prof. Douglas Hughey Extension: [REDACTED]

A.S. Senate

For: 14 Against: 0 Abstain: 0 Date: 11/14/15

A.S. Executive Board

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. President

Signature [Signature] Date: 11/13/15

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

Members from our organization Child Development Association will benefit attending this conference that features multiple workshops on the different educational career paths, tips on classroom management, common core, bilingual teaching, technology in the classroom, etc.

Anticipated number of attendees: 18

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?

Child Development Association

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

\$20 per student x 18 students = \$270

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: AK 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).

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Road to Teaching Conference

Saturday, November 21, 2015

Registration is now open!

WE ARE NOT ABLE TO TAKE ONLINE CREDIT CARD PAYMENTS. PLEASE FOLLOW THE INSTRUCTIONS BELOW TO RESERVE YOUR SPOT FOR THIS YEARS CONFERENCE.

Online Registration - To register for the conference on-line, students will follow these steps:

- Complete the information on the [online registration](#) page.
- Print out the confirmation page sent to your email.
- If you are under the age of 18, submit a completed [permission slip for minors](#) form filled out by a parent or guardian.
- SUBMIT a [check or money order](#) along with your [confirmation page and permission slip for minors](#) (if applicable) to:

Santa Ana College
Center For Teacher Education, S-110
1530 W. 17th Street
Santa Ana, CA. 92706-3398

**Please make checks payable to: Santa Ana College*

Paper Registration - To register for the conference through the paper application, students will follow these steps:

- Complete the [paper application](#).
- If you are under the age of 18, submit a completed [permission slip for minors](#) form filled out by a parent or guardian. It is located on the second page of the paper application.
- SUBMIT a [check or money order](#) along with your [completed paper application form and permission slip for minors](#) (if applicable) to:

Santa Ana College
Center For Teacher Education, S-110
1530 W. 17th Street
Santa Ana, CA. 92706-3398

**Please make checks payable to: Santa Ana College*

Registration - (Includes conference materials, continental breakfast, and lunch)

Early Registration - November 6 (Postmarked)

\$10.00 High school student's

\$15.00 College student's & others

Late Registration - November 13 (Postmarked)

\$20.00 All participants

On Site Registration (based on available space)

\$25.00 - All participants

Minor Student Permission Slip (Click Here)

- Required for students under 18 years old

Refund Policy - We are NOT able to make refunds once registration materials and payment have been processed.

Conference Confirmation

Early registered attendees will receive a confirmation letter, directions to Santa Ana College, parking information, and a campus map. If you do not receive your confirmation letter in the mail, please contact **Jeanell Allenequi** at Allenequi_Jeanell@sac.edu Late registered attendees will receive their confirmation information via e-mail or by mail if time permits.

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AFFILIATE WEBSITES

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- [Child Development Center](#)
- [Digital Media Center](#)
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- [SAC Athletics](#)
- [SAC Foundation](#)
- [Rancho Santiago CCD](#)
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Santa Ana College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.