



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: 7

Organization: **Dance Department**

Date Received: 10/19/16

Person submitting form: **Amy Nakamura**

Email address: [Redacted]

Phone: [Redacted]

Sponsor: Helen Osuna

Date: 10/25/16

Co-Sponsor: Tianna Taylor

Date: 10/25/16

Amount Requested: \$2075.00

Name of person that will process your Banner requisition(s): Ani Escalera

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.

Table emailed 10/31

Name of Event: American College Dance Association

Date of Event: April 6-9 **Location:** El Camino College
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Amy Nakamura **Extension:** [Redacted]

Advisor Signature: _____ **Date:** 10/20/16

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

Name: Amy Nakamura **Extension:** [Redacted]

A.S. Senate

For: _____ Against: UNANIMOUS Abstain: _____ Date: 10/27/16

A.S. Executive Board

For: 5 Against: 0 Abstain: 0 Date: 11/1/16

A.S. President

Signature _____ **Date:** _____

The American College Dance Association's focus is to support and promote the wealth of talent and creativity that is prominent throughout college and university dance departments. ACDA's conferences provides a venue for students to engage in four days of performances, workshops, panels, and master classes taught by instructors from around the region and country. The conferences also provide the unique opportunity for students and faculty to have their dance works adjudicated by a panel of nationally recognized dance professionals in an open and constructive forum. The conferences are the primary means for college and university dance programs to perform outside their own academic setting and be exposed to the diversity of the national college dance world.

Anticipated number of attendees: 15 Students and 2 advisors (full-time faculty)

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?

Amy Nakamura

Cost breakdown: *(Please be specific and include a separate line item for each expense).*
Lodging fee-\$110.00 x5 (4 per room)=1650.00, Food at \$25 a day (3 days only)=425
Total=2075.00

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. Petty cash may be reimbursed up to \$200.00. 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 **4 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 country 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 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).



ACDA

American College Dance Association

2017 ACDA BAJA CONFERENCE

HOSTED BY EL CAMINO COLLEGE

APRIL 6-9, 2017

GALA CONCERT & RECEPTION – APRIL 9, 2017

DINNER PROVIDED EACH NIGHT FOR PARTICIPANTS
FOR QUESTIONS EMAIL LIZ HOFNER ADAMIS:
ACDABAJA2017@GMAIL.COM



EL CAMINO COLLEGE