



Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent 10/30

For Office Use Only

Organization: M.E.Ch.A de MT.SAC

Request#: 10 **Person submitting form:** Francisco Javier Osuna Zayas
Date Received: 10/18/18 **Email address:** _____
Phone: _____

Sponsor: [Signature] Date: 10/18/18
Date: 10-18-18
Co-Sponsor: Jacob Duarte

Amount Requested: \$2,885

Name of person that will process your Banner requisition(s): Eva Rios-Alvarado

Signature (of person listed above): _____ Ext. _____

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: Dia De Los Muertos

Date of Event: Tuesday Nov. 20th, 2018 **Location :** 9C Patio & Stage
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Eva Rios-Alvarado **Extension:** _____

Advisor Signature : _____ **Date:** 10/18/18

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

Name: Eva Rios-Alvarado **Extension:** _____

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A.S. Senate			
For: <input checked="" type="checkbox"/>	Against: <input type="checkbox"/>	Abstain: <input type="checkbox"/>	Date: _____
A.S. Executive Board			
For: <input checked="" type="checkbox"/>	Against: <input type="checkbox"/>	Abstain: <input type="checkbox"/>	Date: _____
A.S. President			
<u>Signature</u>		<u>Date:</u> _____	

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

The purpose of this event is to appreciate the Latinx and Chicanx culture through the acknowledgement of a very significant holiday. Dia de los Muertos is no longer a foreign holiday to the United States, however it tends to be widely misinterpreted. It is our utmost objective to educate the community upon the true purpose of this holiday through cultural consciousness. We plan on exemplifying this through various customs which include art, music, dancing, and food. We feel that this event will greatly benefit the students of Mt. SAC by allowing and encouraging them to expand their worldly perception of culture by inviting them to be part of ours. This event is solely for the purpose of celebrating the beauty of this holiday and recognizing it's importance in our culture, which is to ultimately to celebrate everlasting life rather than death.

Anticipated number of attendees: 600

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?

We will not be verifying if students have paid for their students activities fee. This is a community outreach event. We will introduce the campus to future students and their parents/guardians as well as family members and friends. High school students will be involved. M.E.Ch.A. brings the Community to the Community College. Dia de los Muertos is an opportunity in itself for current students at Mt. SAC and even future students to be exposed to the many services and resources that the college has to offer. Very much like the New Student Welcome which is an event driven to make a student feel WELCOME and proud to be a Mountie, we will indirectly encourage students and the community to feel proud of Mt. SAC by demonstrating that we are a campus that cares and educates our community about culture through this culture enriching event. During the event we will promote the importance of paying the Student Activities Fee and benefits offered by A.S.

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

Type detailed cost breakdown here:

Food

Tacos: \$1,500

Mini Conchas: \$400

Candy: \$40

Fruit: \$30

Cake \$45

Total = \$2,015

Drinks

Soda: \$50

Aguas Frescas: \$150

Champurrado: \$100

Total = \$300

Utensils

Spoons/Forks/Knives: \$70

Plates: \$25

Napkins: \$30

Cups: \$35

Total = \$160

Decorations

Table Cloths: \$45

Balloons: \$20

Flowers: \$150

Fake Candles: \$120

Sugar Skulls: \$65

Paper Mache: \$30

Total = \$410

Miscellaneous/Other

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"