



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**

Request#:

8  
10/25/16

Date Received:

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

Person submitting form: Alejandro Juarez

Email address:

[Redacted]

Sponsor:

Rogelio Medrano

Date:

11/1/16

Co-Sponsor:

Justin Desrochers

Date:

11/1/16

em sent 1/2

Amount Requested: \$ 2,630

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

Signature Teresa Delaby

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: Dia De Los Muertos Festival (Day of the Dead)

Date of Event: Monday, October 14, 2016 Location: 9C Patio, stage and kitchen

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

Advisor Name: Manuel Castillejas

Extension: [Redacted]

Advisor Signature: Manuel Castillejas

Date: 10-24-16

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

Name:

Extension:

**A.S. Senate**

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 11/1/16

**A.S. Executive Board**

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 11/1/16

**A.S. President**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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 Latino and Chicano culture through the acknowledgement of a very significant holiday. 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. In this event we will be collaborating with programs, services, classrooms, clubs, high schools, and community organizations. We feel that this event will greatly benefit the students of Mt. SAC and the community by allowing and encouraging them to expand their worldly perception of culture by inviting them to be a part of ours. This event is solely for the purpose of celebrating the wealth of this holiday and recognizing its importance in our culture, which is to ultimately to celebrate everlasting life rather than death.

Anticipated number of attendees: 400

We will not be verifying if students have paid for their student activity fee. This is a community outreach event. We will introduce the campus to future students and their parents. High school students will be involved. M.E.Ch.A brings the Community to Community College. During the event we will promote the importance of paying for the Student Activities Fee and the benefits offered by AS.

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

**Food**

Tacos: \$1500  
Mini Conchas: \$200  
Candy: \$25  
Fruit: \$20  
Cake: \$45  
1790

**Drinks**

Sodas/Aguas Fresas: \$100  
Water: \$30  
Champurrado: \$150  
Total: 280

**Utensils**

Spoons/Forks/Knives: \$60  
Plates: \$25  
Napkins: \$ 5  
Cups: \$30  
Total: 110

**Decorations**


Table Cloths: \$25  
Balloons: \$20  
Flowers: \$150  
Fake Candles: \$100  
Sugar Skulls: \$50  
Face painting paint: \$60  
Paper Mache: \$30  
Total : 450

Sub total : \$2,630

**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"