



Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent 11/26

For Office Use Only

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

Request#: 13 Person submitting form: Manuel Castillejos
Date Received: 11/8/18 Email address: [REDACTED]
Phone: [REDACTED]

Sponsor: [Signature] Date: 11/8/18
Co-Sponsor: Jessica Heredia Date: 11/8/18

Amount Requested: \$1,370

Name of person that will process your Banner requisition(s): Teresa Delaby
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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: Christmas in Mexico & Las Posadas
Date of Event: December 5th 2018 Location : Building 13 Rm 1700
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Manuel Castillejos Extension: [REDACTED]
Advisor Signature : [Signature] Date: 11/2nd, 2018

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

Name: Type Here

Extension: Type Here

A.S. Senate	
For: _____	Against: <u>12</u> Abstain: <u>11</u> Date: <u>11/13/18</u>
A.S. Executive Board	
For: _____	Against: _____ Abstain: _____ Date: _____
A.S. President	
<u>Signature</u>	Date: _____

Revised 8/17/16 Student Life Office

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: This is an event that has been presented at Mt SAC for 37 years. It brings the students & community together in a cultural celebration. It includes a play presented by actors and a chorus made up of more than a 100 students from Spanish classes. The event is a Shepherd's Play (Pastorela) & The Posadas. The play is bilingual and for all ages. It is presented in Bldg. 13, Rm. 1700. Piñatas will be broken and the food served will include: tamales, champurrado, horchata, & pan dulce. The food is prepared by a professional catering company; the hosting and serving is done by students from MECh@. The actors, children singers, college student singers are trained by Prof. Castillejos, who is an advisor for MECh@. The costumes, make-up, publicity, serving the food, ushering, cleaning of the stage and auditorium after the performance are the responsibility of MEChA. Traditionally the AS President (or representative) together with the MECh@ representatives close the program with a speech. We are happy to say that this event continues to grow year by year.

Anticipated number of attendees: 350

Students participating in this activity must have paid their current activity fee. 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 of the surrounding communities. High school students will be involved. M.E.Ch.@ brings the Community to the college campus in a family reunion. During the event, we promote how important the family is to us as students and the importance of supporting the students in their activities throughout their education. The event is only possible, thanks to the support received from AS.

Type Here

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

Purchased from **El Merendero Restaurant & Bakery (#17727767)**

400 Tamales \$500.00

3 Large containers of beans \$ 150.00

Champurrado \$ 200.00

Coffee \$ 50.00

Sweet Bread \$ 200.00

Supplies: (plates, forks, napkins) \$ 60.00

Flowers: \$50.00

3 Piñatas: \$ 60.00

Candy to fill piñatas: \$ 100.00

Total : \$1,370

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):