



# Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only		Organization: <u>Type organization name here</u>	
Request #:	<u>10</u>	Person submitting form: <u>Type name here</u>	
Date Received:	<u>11-12-15</u>	Email address:	
		Phone: <u>Type phone here</u>	
Sponsor:	<u>BEVERLY YAN ym</u>	Date:	<u>11/12/15</u>
Co-Sponsor:	<u>Margareth widjaja</u>	Date:	<u>11/12/15</u>

Amount Requested: <del>\$160,000</del> <u>\$98,700</u>
Name of person that will process your Banner requisition(s): <u>Type Here</u>
Signature (of person listed above): _____ Ext. <u>Type Here</u>
<i>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.</i>
Name of Event:
Date of Event: <u>Type Here</u> Location: <u>Type Here</u> <i>(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)</i>
Advisor Name: <u>Type Here</u> Extension: <u>Type Here</u>
Advisor Signature: _____      Date: _____
If this is a conference request then provide the name and extension of the advisor attending.
Name: <u>Type Here</u> Extension: <u>Type Here</u>

<b>A.S. Senate</b>			
For: <u>14</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>11/17/15</u>
<b>A.S. Executive Board</b>			
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>11/17/15</u>
<b>A.S. President</b>			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>K. Menezes/SA</u>	Date: <u>11/18/15</u>

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

Type detailed description here

**Anticipated number of attendees:** Type Here

**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?**

Type Here

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

Student engagement software (Associated Students Office) \$24,000  
Supplies (AS Campus Activities) \$1,500  
Food Supplies (AS Campus Activities) \$400  
Consultants (AS Campus Activities) \$2,000  
Catering/Promo Items (AS Campus Activities) \$1,500  
Supplies-Promo Items (AS Environmental Projects) \$500  
Consultants (AS Environmental Projects) \$3,000  
Supplies (LGBTQ Awareness) \$200  
Food Supplies (LGBTQ Awareness) \$200  
Catering/Promo Items (LGBTQ Awareness) \$1,600  
Consultants (LGBTQ Awareness) \$500  
Supplies (Mountie Pride Mondays) \$1,000  
Catering/Promo Items (Mountie Pride Mondays) \$2,000  
AS Projects (Campus Projects) \$60,000  
Catering/Promo Items (AS ICC Chair Hospitality) \$2,000  
Student Life Project Aid (AS Student Center) \$600  
Supplies (AS Student Publicity) \$1,000  
Supplies/Promo Items (AS Student Publicity) \$300  
Water Bottles (AS Student Publicity) \$10,000  
Other Services (AS Student Book Scholarships) \$16,000  
Other Services (Students of Distinction) \$15,500  
New scholarships \$5,200

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**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.



## 160k Plan

### 1. 71005 (pg1 of tentative budget)

#### a. Item a : Student Engagement software (**\$24,000 total increase**)

- I. Rational: New user friendly website for clubs and activities. This will streamline club activation and the ability for clubs to host events on campus. \*Presentation on website still pending\*

### 2. 71010 (pg2)

#### b. Items a, b, c, d: AS Campus Activities (**\$5,400**)

- I. Rational: This will allow clubs and programs to continue hosting activities on campus. We will publicize this increase and encourage clubs to take advantage of this opportunity. Lastly, it will give AS flexibility and the option to host another event.

#### c. Items e, f: AS Environmental Projects (**\$3,500**)

- I. Rational: Mt. SAC missed the opportunity to celebrate Earth week last year. In order to make up for last year, while also exhibiting the increase of AS leadership on campus, AS will take lead in order to ensure its success. (Ex: Bill Nye or other key note speaker at Wild Life Sanctuary)

#### a. Items g, h, i, j: LGBTQ Awareness Event (**\$2,500**)

- I. Rational: The LGBTQ community on campus is an underrepresented student population at Mt. SAC. Allotting this money allows clubs, programs and organizations to better represent while also showing AS support in the LGBTQ community.

#### b. Items k, l: Mountie Pride Mondays (**\$3,000**)

- I. Rational: Mountie Pride Monday's give AS the exposure and flexibility not readily seen before. It gives AS, clubs, and programs the ability to collaborate on campus on a more consistent bases. AS will have a booth every Monday encouraging students to wear their Mountie gear and/or school colors, while also informing students on the activities fee and other school information. (Pizza for students once a month, Mountie gear, prizes)

### 3. 71015 (pg4)

#### a. Item a: Campus Projects (**\$60,000**)

- I. Rational: Creating a new line item with a large portion of funds allows AS to have the opportunity to contribute to pending projects while also giving AS flexibility for future projects. (Ex: Water bottle refill stations, Wild Life Sanctuary, Wi- Fi)

### 4. 71020 (pg5)

#### a. Item a: ICC Chair Hospitality (**\$2,000**)

- I. Rational: By increasing this line item we give ICC the option to have more food at meetings which improves ICC Rep attendance also making ICC meetings more hospitable.



**5. 71030 (pg6)**

a. Item a: AS Student Center Project Aid (**\$10,000**)

- I. Rational: Hiring a Project Aid for the Student Center allows the center to remain open longer and have the option to be open on Fridays.
  - i. The Student Center currently has two temporary positions filled by Giovanni Rodriguez and Sara Coney.
  - ii. These temporary positions will only be in place until Dec.
  - iii. The 10k increase will take place in the spring.

**6. 71050 (pg7)**

a. Items a, b, c: AS Student Publicity (**\$11,300**)

- I. Rational: More merchandise increases student awareness of AS on campus. This allows us to also raffle out more prizes and continue our effective #Hashtag challenge campaign. (Ex: Water bottles, banners, AS table cloths, t shirts, USB bracelets, etc.)

**7. 71080 (pg10)**

a. Items a, b, c: Scholarships (**\$36,700**)

- I. Rational:
  - i. (a) Current Book scholarship is \$12,000 per semester granting 48 students a \$250 scholarship. By increasing the total to \$20,000 per semester, we increase that number to 80 students per semester.
  - ii. (b) Current annual contribution to Student of distinction scholarship is \$14,500 granting 20 students \$725 each. The new total would be increased to \$30,000 granting 40 students \$750.
  - iii. (c) Establish a new scholarship(s) or increase already existing scholarships.

**8. 711000 (pg12)**

a. Item a: Fall Leadership retreat (**\$11,000**)

- I. Rational: Last year Dr. Scroggins generously gave AS \$11, 000 last year to fund this year's Leadership conference and also effectively balancing our budget. This year we have the funds to accommodate this expense.

# 160k Plan



Fiscal Year 2015-2016

Page#	Fund	Org	Account	Program	Account Description	ORG Description	Tentative Budget	Proposed Increase	New Balance
<del>1</del>		New Item			Student Engagement software	Associated Students office	0	<del>24,000</del>	<del>24,000</del>
2					Supplies	AS Campus Activities	140	1,500	1,640
					Food Supplies	AS Campus Activities	600	400	1,000
					Consultants	AS Campus Activities	500	2,000	2,500
					Catering/Promo Items	AS Campus Activities	2,050	1,500	3,550
					Supplies- Promo Items	AS Environmental Projects	500	500	1,000
					Consultants	AS Environmental Projects	1,000	3,000	4,000
		New Item			Supplies	LGBTQ Awareness	0	200	200
		New Item			Food Supplies	LGBTQ Awareness	0	200	200
		New Item			Catering/Promo Items	LGBTQ Awareness	0	1,600	1,600
		New Item			Consultants	LGBTQ Awareness	0	500	500
		New Item			Supplies	Mountie Pride Mondays	0	1,000	1,000
	New Item			Catering/Promo Items	Mountie Pride Mondays	0	2,000	2,000	
4		New Item			AS Projects	Campus Projects	0	60,000	60,000
5					Catering/ Promo Items	AS ICC Chair Hospitality	1,000	2,000	3,000
<del>6</del>		Temp/New Item			Student Life Project Aid	AS Student Center	9,400	<del>600</del>	<del>10,000</del>
7					Supplies	AS Student Publicity	2,000	1,000	3,000
					Supplies/ Promo Items	AS Student Publicity	4,700	300	5,000
		New Item			Water Bottles	AS Student Publicity	0	10,000	10,000
10					Other Services	AS Student Book Scholarships	24,000	<del>16,000</del>	<del>40,000</del>
					Other Services	Students of Distinction	14,500	<del>15,500</del>	<del>30,000</del>
		New Item(s)			New scholarship(s)	New scholarship(s)	0	<del>5,200</del>	<del>5,200</del>
12					Student Travel and Conference	AS Leadership Institute- Fall	14,000	11,000	25,000
<b>Total:</b>							<b>74,390</b>	<b>160,000</b>	<b>\$234,390</b>

new total to allocate  
\$98,700