



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: 11

Date Received: 11/22/16

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

Person submitting form: Manuel Castillejos

Email address: [Redacted]

Phone: [Redacted]

Sponsor: _____ Date: _____

Co-Sponsor: _____ Date: _____

Amount Requested:

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

Signature: [Handwritten Signature] 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.

em sent

Name of Event: Christmas in Mexico

Date of Event: Thursday, December 8, 2016 Location: Bldg. 13 Room 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: [Handwritten Signature] Date: 11/03/2015

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: 11/22/16

A.S. Executive Board

For: 5 Against: 0 Abstain: 1 Date: 11/22/16

A.S. President

Signature _____ Date: _____

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

This is an event that has been presented at Mt SAC for 35 years. It brings the students & community together in a cultural celebration.

It includes a play presented by actors and a chorus 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. , Rm. . Piñatas will be broken and the food served will include: tamales, champurrado, horchata, & pan dulce. The food and services are provided by a professional catering company. The Department of World Languages contributes by training the actors, children singers, college student singers; in addition, it provides the costumes for the actors. MEChA is in charge of production, doing publicity, serving the food, ushering, cleaning the stage and auditorium after the performance.

Anticipated number of attendees: 300

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. 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). Please see list of itemized costs attached.

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: MP Please initial to indicate that you have read and understood the A.S. "Funding Conditions"

Christmas in Mexico (Itemized list of costs)

Merendero Mexican Foods, Inc
242 S. Garey Ave, Pomona, CA 91766
909-620-1411

November 11, 2016

For 250 guests

250 Tamales	375.00
3 lrg containers Bean	150.00
Champurrado	130.00
Coffee	25.00
Sweet Bread	100.00

Sub-Total \$780.00

Supplies &
Decorations: \$100.00 (plates, forks, napkins)

Flowers: \$70.00

3 Piñatas: \$50.00

Candy: \$50.00

Sub-Total: \$270.00

Grand Total: \$1,050

Delivered only. No catering service.

Thank you.

Victoria Rojas