



# Appropriation of Funding

Associated Students, Mt. San Antonio College

Supplies Paid  
147.84  
675.80

**For Office Use Only**

Request #: 12

Date Received: 12/1/16

Organization: **Society of Physics Students**

Person submitting form: **Joshua Fofrich**

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor: Corey Case Date: 12/1/16

Co-Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

**Amount Requested: \$5980**

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

Signature (of person listed above): Maria Vaughn 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.*

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sent  
12/16

Name of Event: **Spaceport America Cup**

Date of Event: **June 19-25 2017** Location: **Las Cruces, New Mexico**  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

Advisor Name: **Martin Mason** Extension: \_\_\_\_\_

Advisor Signature: MM Date: 12-1-2016

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

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

**A.S. Senate**

For: 7 Against: 0 Abstain: 0 Date: 12/6/16  
*herlen absent*

**A.S. Executive Board**

For: 4 Against: 1 Abstain: 0 Date: 12/6/16  
*lucky*

**A.S. President**

Approve  Veto Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Society of Physics Students has been accepted to compete in the Space Port America rocketry competition. As one of only 3 community colleges accepted to the event, we have the opportunity for Mt. SAC students to leverage past projects in rocketry and robotics to compete with the top 100 college aerospace programs in the world. The event is held near Las Cruces, New Mexico. It is an international competition that gives students the chance to perform difficult feats of engineering and represent Mt. SAC at a high profile event on the international stage. In addition the Team has been recruiting from the Mt. SAC student population by holding rocket building workshops and rocket launch fields throughout the semester to recruit the rocket building team.**

**Anticipated number of attendees:** 60 participants, 6 at the event.

**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?**

**Andrew Allan**

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

**Space Port America Team Entrance Fee: Deposit \$200**  
**Space Port America Rocket Entry Fee \$500,**  
**Space Port America Team Member Fee: \$300, \$50 per person with 6 team members**  
**Travel: School Van**  
**Hotel: \$90 / night for 2 rooms for 7 nights is 14 \* \$90 = \$1260**  
**Food per diem: 6 students \$30 / day for 7 days = \$1260**  
**Outreach events:**  
**Jan Event Entrance Fee \$120**  
**Feb Event Entrance Fee \$120**  
**March Event Entrance Fee \$120.**  
**Rocket Outreach Building Materials: \$500**  
**Competition Rocket Building Materials: \$1200**  
**Launch Pad system: \$400**  
**Total \$5980**

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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.



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

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**INDEPENDENT CONTRACTOR(S):**

If your event(s) requires that you pay **speakers or performers for services**, please complete the information below (A.S. does not make "donations" to groups). Any money paid for a service is considered to be an Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the **A.S. Secretary (lhennings@mtsac.edu)** at least 6 weeks prior to the event date.

**Approval of Independent Contractors** - Must list name(s) of individuals

<b>PROVIDER</b>	<i>Is this a College employee?</i>	<b>AREA/DEPT.</b>	<b>SERVICE/ ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>	<b>FUNDING SOURCE</b>
<i>Last name, First name</i>	<i>Yes? No?</i>	<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a short description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>
<i>Last name, First name</i>		<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a short description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>