



# Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent 10/28

### For Office Use Only

Request#: 7  
Date Received: 10/22/15

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

Person submitting form: Manuel Castillejos

Email address: [Redacted]

Phone: [Redacted]

Sponsor: Johnny Mantrel Date: 10/6/15  
Co-Sponsor: Matthew Retana Date: 10/6/15

Amount Requested: ? ~~\$2,750~~ ~~\$2030<sup>00</sup> LF~~ \$1220

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

Signature: \_\_\_\_\_ Ext. \_\_\_\_\_

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

Date of Event: Thursday, November 5th Location: 9C Patio and Stage  
(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: 10/04/2015

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

Name: Nayeli Madero Extension: [Redacted]

\$1000 cater

### A.S. Senate

For: 11 Against: 0 Abstain: 4 Date: \_\_\_\_\_

### A.S. Executive Board

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_ Date: \_\_\_\_\_

### A.S. President

Signature: [Signature] Date: 11/13/15

\$220  
100 dec  
120 utensils

\$1220 total

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students  
The purpose of this event is to appreciate the Latino and Chicano culture through the acknowledgement of a very significant holiday. Dia de los Muertos is no longer a foreign holiday to the United States, however it tends to be widely misinterpreted. 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. We feel that this event will greatly benefit the students of Mt. SAC by allowing and encouraging them to expand their worldly perception of culture by inviting them to be a part of ours. There will be club collaboration, children's activities Live art/Art displayed live performances. This event is solely for the purpose of celebrating the beauty of this holiday and recognizing it's importance in our culture, which is to ultimately celebrate everlasting life rather than death.

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 there student activity fee ,this is a community outreach event all ages. We will introduce the campus to future mounties. High school students will be involved. M.E.Ch.A brings the Community to Community College. During event will promote the importance of Student Activities Fee and AS .

Cost breakdown: *(Please be specific and include a separate line item for each expense)*. I. Decorations: Table cloths, Papel picado (Hanging crepe decorations), live flowers, II. Food: (two tacos per person) 700 tacos, Drinks:

## 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"

**Food**

Tacos: \$ 900

Beans and Rice: \$300

Mini Conchas: \$150

Candy: \$25

Fruit: \$20

**Total: \$1,395**

**Drinks**

Soda: \$100

Water: \$50

**Total = \$150**

**Utensils**

Spoons/Forks/Knives: \$65

Plates: \$15

Napkins: \$20

Cups: \$20

**Total = \$120**

**Decorations**

Table Cloths: \$25

Balloons: \$20

Flowers: \$150

Fake Candles: \$100

Sugar Skulls: \$50

Paper Mache: \$20

~~Total = \$365~~

*\$100 amend*

**Grand Total is \$2,030**