



# Appropriation of Funding

Associated Students, Mt. San Antonio College

### For Office Use Only

Request#: 26

Date Received: 4-4-17

Organization: Alpha Gamma Sigma  
Type organization name here

Person submitting form: Justin Rojas  
Type name here

Email address: [Redacted]

Phone: Type phone here [Redacted]

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Amount Requested: Type Here \$ 1845

Name of person that will process your Banner requisition(s): Type Here Guadalupe De la Cruz

Signature (of person listed above): Guadalupe De la Cruz Ext. Type Here [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: 91st Spring State Convention AGS

Date of Event: Type Here 4/22 Location: Type Here Doubletree Hotel Ontario, CA  
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Type Here Lupita de la Cruz Extension: Type Here [Redacted]

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: Type Here Lupita de la Cruz Extension: Type Here [Redacted]

*post per to 4/26*

### A.S. Senate

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

### A.S. Executive Board

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

### A.S. President

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

*12/11/16 12/12/16*  
*12 Attendees + Advisor = 13 total*

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

*Justin Rojas*

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

Type detailed cost breakdown here

### 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):

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 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).

Describe the purpose of the event.

The purpose of the event is to develop students who are on the Mt. SAC Alpha Gamma Sigma honors society board to enhance their leadership skills. Also, for our MMP (mentor mentee program) applicants, we will help them prepare for the position of being on the board for next semester. This conference will allow student who attend to develop leadership skills, be exposed to an honor society, and allow student to apply for scholarships to further their education. The conference will allow student to gain the ability to network with different chapters from California to better the community by learning more about different volunteer events.

Cost:

Cost per person (includes entry, workshop sessions, and food)

1 attendee = \$140

13 attendees (total cost) = \$1820 (including advisor)

Supplies for name tags (group contest)

Paper = \$10

Laminate = \$15

Total cost = \$ 1845

Attendees

Students:

Justin Rojas	Francis Ignacio	Chris Wang
Hanako Beltran	Mohsin Moosa	Ryan Vun
Ryan Sandoval	Paula Basto	Felix Mass
Nicholas Widjada	Quanheu Chen	Vanessa Ramos

Advisor:

Lupita De La Cruz