



Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

Submit to Student Life Office and email to lhennings@mtsac.edu. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	8
Date Received:	
Agenda Date:	3/15/22

Amount Requested per Item

I. Type of Appropriation Requested (Select all that apply):

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ _____
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ 3000
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ _____
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$ _____

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

TOTAL AMOUNT REQUESTED: \$ 3000

II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No

If so, please indicate the Source: _____ Amount: \$ _____

\$ 3000 approved

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Psychology

Name of Event: Western Psychological Assoc. annual convention

25 Live Reservation Reference Code: _____

Event Location: Portland, Oregon

Event Date: 4/27- 5/1, 2022

Event Start to End Time: 8am - 5pm each day

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

Additional Information Required

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.

V. Funding Conditions

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 6 weeks prior to the event date to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email jhennings@mtsac.edu.

A. Club Advisor / Employee Submitting Request Form

**B. Designee Processing Banner Requisition(s)
If different from person A.**

Print: Stacy Bacigalupi
 Sign: Stacy John
 Date: 3-8-22 Ext/Phone: 6307
 Email: sbacigalupi@mtsac.edu

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only

Co-Sponsor (Motion): <u>AD Yabot</u>		Date:	<u>3/15/22</u>
Co-Sponsor (Second): <u>An Ha</u>		Date:	<u>3/15/22</u>
A.S. Senate			
For: <u>Unanimous</u>	Against: <u>0</u>	Abstain:	Date: <u>3/15/22</u>
A.S. Executive Board			
For:	Against:	Abstain:	Date:
A.S. President			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>Valerie Fabiani Menna</u>	Date: <u>03-17-22</u>
Notification of Appropriation	Date:	Requisition #:	PO #:
C & T Form:	Date:	T#:	
Check Requests:	\$	Purpose:	\$ Purpose:
	\$	Purpose:	\$ Purpose:

Co-curricular engagement refers to “activities, programs, and learning experiences that complement, in some way, what students are learning in school – i.e., experiences that are connected to or mirror the academic curriculum” (Great Schools Partnership, 2013, as cited in Stirling & Kerr, 2015). Students attending the 102nd annual Western Psychological Association (WPA) convention will be exposed to research in the field of psychology presented by faculty and professionals, as well as graduate and undergraduate students. By nature of the event, attendance will surely enhance and complement the learning taking place in the classroom. In addition, psychology students often go on to graduate school, and research experience is a requirement. All of the students attending will be presenting research they have completed as Mt. SAC students. In addition, they will be exposed to research currently taking place at colleges and universities in the Western region of the U. S. They will be encouraged to make connections and network with fellow students, faculty, and professionals in the field. Attending an event like WPA definitely increases interest and engagement, and thus increases retention and transfer success in students who attend. Research presented at the conference, and information and knowledge gathered at the event, will be brought back to Mt. SAC and shared with other psychology majors and students interested in psychology as well. We hope that this will increase interest and engagement, and thus retention, even in students who are unable to attend the conference.