



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 #:	9
Date Received:	3/9/22
Agenda Date:	3/15

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) \$ 4800
- 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: \$ 4800

II. Additional Sources of Funding

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

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

Students approved
\$ 10,003
From Rep Fee

III. Event Information

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

Name of Event: American Medical Student Association Annual Conference AMSACon2022

25 Live Reservation Reference Code: 2022-AAJLZM

Event Location: Washington, DC

Event Date: April 7-10

Event Start to End Time: 8am-5pm daily

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.

IV. 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 lhennings@mtsac.edu.

A. Club Advisor / Employee Submitting Request Form

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

Print: Dr. Carmen Elisabeth Rexach
 Sign: *Carmen Rexach*
 Date: 3/7/22 Ext/Phone: 4223

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

Email: _____

Email: _____

For Office Use Only					
Co-Sponsor (Motion):			Date:		
Co-Sponsor (Second):			Date:		
A.S. Senate					
For:	Against:	Abstain:	Date:		
A.S. Executive Board					
For:	Against:	Abstain:	Date:		
A.S. President					
O Approve	O Veto	Signature:		Date:	
Notification of Appropriation		Date:	Requisition #:	PO #:	
C & T Form:		Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

CADUCEUS CLUB FUNDING REQUEST
AMSAcon 2022

The American Medical Student Association Annual Convention has been a tradition in Caduceus Club since its inception. We are a charter member of the organization and one of the first premed chapters to be admitted. This year, we have 7 students who wish to attend. I will attend with them, but am not requesting funds for myself from AS. At the conference, students have an opportunity to learn about issues affecting medicine and medical education. They will interact with premed and medical students from all over the US, exchanging ideas and strategies to help them prepare for their professional journey. Students will meet with mentors, learn interviewing skills, practice skills such as intubation, CPR, suturing, and IUD insertion, participate in a premedical decathlon, and have an opportunity to run for national office. On Thursday, they will go to Capitol Hill to meet with senators and congressman and speak about the importance of low-cost medical education and loan repayment programs, among other topics. This is a very important event for these students and one in which they have a chance to make many valuable connections. Information about the event is available at <https://amsaconvention.org>

Cost breakdown

Registration = \$299 x 7 =	\$2093
Airfare = \$400 x 7 =	\$2800

Students will cover their own hotel costs and food.