



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 #:	19A
Date Received:	2/21
Agenda Date:	2/28

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

- | | Amount Requested per item |
|--|---------------------------|
| <input checked="" type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers) | \$ 3,100.00 |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ _____ |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ _____ |
| <input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ 600.00 |

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: \$ 3700.00

II. Additional Sources of Funding

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

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

+ 500 speaker
5 4200.00

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Pride Center, Humanities & Social Sciences

Name of Event: 2023 Lavender Graduation

25 Live Reservation Reference Code: 2023-AAKXQK

Event Location: Founder's Hall

Event Date: 5/22/2023

Event Start to End Time: 4-6pm

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.

See additional page

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

Print: River Shaw
 Sign: River Shaw
 Date: 2/21/2023 Ext/Phone: 6549
 Email: river.shaw@mtsac.edu

B. Designee Processing Banner Requisition(s)

If different from person A.

Print: Carole Stevens
 Sign: Carole Stevens Digitally signed by Carole Stevens
Date: 2023.02.21 12:01:22 -08'00'
 Date: 2/21/2023 Ext/Phone: 5108
 Email: cstevens@mtsac.edu

For Office Use Only					
Co-Sponsor (Motion):		Noah Goss		Date: 2/28/23	
Co-Sponsor (Second):		mariah Moreno		Date: 2/28/23	
A.S. Senate					
For:	12	Against:	0	Abstain:	0
					Date: 2/28/23
A.S. Executive Board					
For:	4	Against:	0	Abstain:	1
					Date: 2/28/23
A.S. President					
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>Carla</u>			Date: 3/8/23
Notification of Appropriation	Date:	Requisition #:		PO #:	
C & T Form:	Date:	T#:			
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	



Request for Appropriation of Funding Board of Trustee Item Request

Note: All request must be submitted 8 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 #:	19B
Date Received:	2/21
Agenda Date:	

Amount Requested per item

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

- Contracts: (ex. Equipment / Facility Rental)
 1. Obtain unsigned contract by your vendor. Signatures are obtained after Board Approval.
 2. Provide copy of unsigned contract with this request. \$ _____
- Independent Contractor: (ex. Speaker / Performer / Vendor)
 1. Obtain Independent Contractor Agreement Form (ICAF).
https://www.mtsac.edu/fiscal/purchasing_forms/independent_contractor_agreement.pdf
 2. Return completed ICAF with this request. \$ 500.00

This request will require the Board of Trustees approval. The Board Item must be submitted through the Student Services Division under the Associated Student Approval Tree. Timelines for Board Items that are Action (consent) or Independent Contractors, require advanced planning.

TOTAL AMOUNT REQUESTED: \$ 500.00

II. Additional Sources of Funding

Are you considering other sources of funding? Yes No

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

III. Event Information

Recognized Student Club/ Organization (RSCO) _____
 or Department: Pride Center / Humanities & Social Sciences

Name of Event: 2023 Lavender Graduation

25 Live Reservation Reference Code: 2023-AAKXQK

Event Location: Founder's Hall

Event Date: May 22, 2023

Event Start to End Time: 4-6pm

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.

See attached page

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.

These items require the Board of Trustees approval therefore the Club Advisor / Employee (or Designee) is responsible for drafting the Board agenda item via BoardDocs, selecting the Associated Students Approval Tree, and submitting the draft Board item for approval. This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 8 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) <i>If different from person A.</i>
Print: <u>River Shaw</u>	Print: <u>Carole Stevens</u>
Sign: <u><i>River Shaw</i></u>	Sign: <u>Carole Stevens</u> <small>Digitally signed by Carole Stevens Date: 2023.02.22 15:48:29 -08'00'</small>
Date: <u>2/22/23</u> Ext/Phone: <u>6549</u>	Date: <u>2/22/2023</u> Ext/Phone: <u>5108</u>
Email: <u>river.shaw@mtsac.edu</u>	Email: <u>cstevens@mtsac.edu</u>

For Office Use Only			
Co-Sponsor (Motion):		Date:	
Co-Sponsor (Second):		Date:	
<i>Combined with 19A</i>			
A.S. Senate			
For:	Against:	Abstain:	Date:
A.S. Executive Board			
For:	Against:	Abstain:	Date:
A.S. President			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u><i>Acuña</i></u>	Date: <u>3/8/23</u>
Notification of Appropriation	Date:	Requisition #:	PO #: C & T:
Board Meeting	Date:	<input type="radio"/> Approved <input type="radio"/> Denied	Sent to VPSS on:
Final Approved Amount:			

About	Website	Cost
Photo Booth (PVC pipe & fittings, backdrop, decorations)		\$100
Duplicate of 2022 Lavender Graduation Sode	https://mt:	\$2,900
Grad preparation bag items (\$10/person for . TBD		\$200
Marketing, invitations, event programs, certificates		\$300
Decorations (balloons, streamers)	TBD	\$200
		\$3,700

+ 500 speaker

\$ 4200

Category	Account Number	Vendor
Supplies		451000 TBD
Services for		
Catering/Promo Items		589200 Sodexo
Services for		
Catering/Promo Items		453200 TBD
Other Services		589000 Mt. SAC Printing
Supplies		451000 TBD
Total		