



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 #:	23
Date Received:	3/1
Agenda Date:	3/7

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

	Amount Requested per item
<input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)	\$ 0.00
<input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)	\$2235.99
<input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)	\$670.00
<input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)	\$45.00

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: \$ 2950.99

II. Additional Sources of Funding

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

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

Students will be making a payment of \$20 per person to attend the trip (\$300.00 total). This will be put towards the food cost. This number is taken into account on the cost breakdown spreadsheet.

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Mt. SAC Astronomical Society (Astronomy Club)

Name of Event: Sedgwick Reserve

25 Live Reservation Reference Code: 2023-AAKZSK

Event Location: Off campus - 3566 Brinkerhoff Ave. Santa Ynez, California 93460

Event Date: 3/30/23 - 4/2/23

Event Start to End Time: 12:00 PM departure on 3/30, 4:00 PM return on 4/2

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.

Please see the attached documents for Purpose of Event statement, cost breakdown for meals, and conference reservations quote.

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: Jessica Draper

Sign: Jessica Draper

Date: 2/27/23 Ext/Phone: x4439

Email: jdraper2@mtsac.edu

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

Print: Same as Person A

Sign: _____

Date: _____ Ext/Phone: _____

Email: _____

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Co-Sponsor (Motion):	<u>Vincent Goh</u>	Date:	<u>3/7/23</u>
Co-Sponsor (Second):	<u>Julia Nom</u>	Date:	<u>3/7/23</u>
A.S. Senate			
For:	<u>9</u>	Against:	<u>2</u>
		Abstain:	<u>1</u>
		Date:	<u>3/7/23</u>
A.S. Executive Board			
For:		Against:	
		Abstain:	
		Date:	
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>Julia Nom</u>	Date: <u>3/8/23</u>
Notification of Appropriation	Date:	Requisition #:	PO #:
C & T Form:	Date:	T#:	
Check Requests:	\$	Purpose:	\$
	\$	Purpose:	\$

Purpose and Nature of the Club Event

Sedgwick Reserve is located in Santa Ynez, CA. This area of Southern California is known for its dark skies, which are essential for astronomical imaging. The city night sky is filled with light pollution, which makes it difficult for viewing astronomical objects, especially for imaging. The reserve is known for scientific research projects in ecology, geology, meteorology, and astronomy.

The Earth Science & Astronomy department has used Sedgwick Reserve for a field trip location during the ASTR 99 Astrophotography class in the past. Now, we'd like the opportunity to take the Astronomical Society club members to this dark sky place. During the daytime, we'll be able to discuss with the students how to use equipment, best astronomical targets for viewing, and how to process images. During the nighttime, we will have the campus telescopes and other equipment for the students to take images, or just look around the night sky. The students will get a hands-on experience for what it is like to be a field astronomer, and also gain knowledge about the targets they are looking at. Astrophotography isn't just about taking pretty pictures; it involves a lot of time spent researching the target and planning/processing the series of images. Not only will the students be introduced to the equipment, but there will be two advisors present to help guide the students throughout the night.

Sedgwick Reserve is ideal for astronomical imaging because of its dark skies. Since it is farther away than some of our past trips, we are hoping to stay for three nights since we will be traveling over Cesar Chavez weekend. Since it is expected to be cold, our reservation request includes the use of the bunk house and ranch house at the reserve so that the students can warm up if needed. The Astronomical Society is asking for funding assistance from Associated Students for this trip to help cover the cost of the site and meals. We will be requesting the use of campus vans so that there is no additional transportation cost or financial hardship to the student drivers. We are very grateful for the possibility of campus support for this event.

Meals are estimated for 16 people.

Dinner 3/30

burger patties	\$ 100.00
hot dogs	\$ 30.00
burger buns	\$ 30.00
hot dog buns	\$ 30.00
meat alternative	\$ 15.00
potato salad	\$ 8.00
pasta salad	\$ 8.00
toppings	\$ 8.00
total	\$ 229.00

Breakfast 3/31

oatmeal	\$ 10.00
cereal	\$ 15.00
pop-tarts	\$ 25.00
muffins	\$ 40.00
eggs	\$ 20.00
milk	\$ 10.00
milk alternative	\$ 10.00
juice	\$ 15.00
total	\$ 145.00

Lunch 3/31

tortillas	\$ 15.00
ground beef	\$ 25.00
onions	\$ 3.00
cilantro	\$ 3.00
cheese	\$ 10.00
tomatoes	\$ 3.00
guacamole	\$ 10.00
salsa	\$ 10.00
total	\$ 79.00

Dinner 3/31

pasta	\$ 5.00
meatballs	\$ 25.00
garlic bread	\$ 20.00
sauce	\$ 10.00
total	\$ 60.00

Breakfast 4/1

same as 3/31

Lunch 4/1

bread	\$ 40.00
meats/cheese	\$ 60.00
tuna	\$ 5.00
peanut butter	\$ 6.00
jelly	\$ 8.00
total	\$ 119.00

Dinner 4/1

pork roast	\$ 40.00
meat alternative	\$ 15.00
buns	\$ 30.00
sauce	\$ 10.00
cheese	\$ 5.00
beans	\$ 10.00
total	\$ 110.00

Breakfast 4/2

same as 3/31

Lunch 4/2

same as 4/1

Misc

cutlery	\$ 15.00
paper towels	\$ 10.00
cups	\$ 10.00
paper plates	\$ 10.00
ice	\$ 50.00
water bottles	\$ 30.00
water jugs	\$ 20.00
snacks	\$ 100.00
hot chocolate	\$ 6.00
instant coffee	\$ 6.00
coffee additives	\$ 8.00
condiments	\$ 8.00
total	\$ 273.00

Total for the weekend: \$ 1,015.00

Price per person: \$ 63.44

Club member contribution: \$ 300.00

AS food cost requested: \$ 670.00

AS supplies cost requested: \$ 45.00

Purpose: Astrophotography



Sedgwick Reserve
@ University of California, Santa Barbara
DOI: 10.21973/N3R94R

All A

Reservation # 81756 | Earliest Arrival: 30 Mar 2023 - Latest Departure: 02 Apr 2023 | 4 days
Reservation of Application # 52087 | conference | *Astronomy Club Retreat*

15 p

Reserve Resources

Summary of reserve resources requested:

March 30, 2023 @ 14:00 - April 02, 2023 @ 12:00 Days: 4	
Tent Cabin	A
estimated cost: 1 person @ \$23.78 per night for 3 nights = \$71.34	
Bed in Ranch House Shared Bedrooms	A
estimated cost: 8 people @ \$47.55 per night for 3 nights = \$1,141.20	
Bed in Shared Bunkhouse	A
estimated cost: 6 people @ \$47.55 per night for 3 nights = \$855.90	
Class Camping	A
estimated cost: 1 person @ \$15.85 per night for 3 nights = \$47.55	
Campfire Use	A
estimated cost: 1 use @ \$30.00 per day for 4 days = \$120.00	

Es

