



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 #:	89
Date Received:	9/21/22
Agenda Date:	

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) \$ 7,275
- 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: \$ 7,275

II. Additional Sources of Funding

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

If so, please indicate the Source: Donations/Sponsorships Amount: \$ As needed, to fund student interest for event.

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Women in Aviation International, Mount San Antonio Collegiate Chapter

Name of Event: 2023 Women in Aviation International Conference (34th Annual)

25 Live Reservation Reference Code: _____

Event Location: Long Beach Convention Center, Long Beach, California

Event Date: February 23-25th, 2023

Event Start to End Time: Daily 8:00am-5:00pm

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

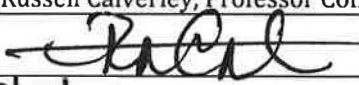
Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.

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.

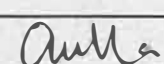
This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 6 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email lhennings@mtsac.edu.

A. Club Advisor/ Employee Submitting Request Form

Print: Russell Calverley, Professor Commercial Flight
 Sign: 
 Date: 9/12/2022 Ext/Phone: (909) 274-5131
 Email: rcalverley@mtsac.edu

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

Print: _____
 Sign: _____
 Date: e eeee eExt/Phone: _____
 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					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u></u>		Date: <u>10/11/22</u>	
Notification of Appropriation	Date: <u>10/11/22</u>	Requisition #:		PO #:eee	
C & T Form:	Date:	T#:			
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

Women in Aviation International Conference

Purpose of Event



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- 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.

Women in Aviation International (WAI) is a nonprofit organization dedicated to the encouragement and advancement of women in all aviation career fields and interests. The mission of the organization is to:

1. Encourage, empower, and educate the current and future aviation workforce regardless of race, ethnicity, gender, age, sexual orientation, physical/mental abilities, or point of view.
2. Develop an inclusive aviation industry.
3. Inspire young girls to pursue careers in aviation, a field where women are underrepresented.

The WAI conference offers attendees numerous opportunities to connect and seek mentorship with aviation industry professionals, take part in an array of educational sessions and professional development seminars where students can choose which session to attend based on their career goals and personal interests, sit in on industry briefings from the various airlines and organizations that our students are considering working for, and hear from inspiring world-class keynote speakers. This event is unmatched in the aviation industry and every single one of our Mt. Sac students in the Aeronautics Department would benefit from this conference.

This event has the ability to motivate and push our students forward in their future careers. For this reason, The WAI conference will enhance student experience by creating co-curricular engagement, leadership development, and civic engagement and advocacy within our Mt. Sac Aeronautics Department community. The WAI conference is a learning experience that complements what we have been learning through our academic curriculum in a concrete way. Educational sessions include: "Yes, You can Be an Airline Pilot!" "Improve Your Performance as a Student, Decision Maker, Leader" and "A Financial Checklist Through the Stages and Ages of Your Career." The conference will allow our students to tangibly engage with like-minded, industry leading individuals who can help students make decisions about their future career paths. Co-curricular engagement helps students visualize and make plans about their personal and professional lives, the conference allows students to apply what we have been learning in the classroom to reality. Students will actually get the opportunity to talk to the Federal Aviation Administration, Chief pilots from various major airlines, Air Interdiction Agent Pilots, Air Traffic Controllers, and Boeing board of directors. Every single person you bump into has an interesting story and career focused advice.

Not only does this conference supplement academic learning, it provides our student group with the tools to develop our leadership skills. Our collegiate WAI group uses this conference as a way to guide our Mt. Sac WAI board members to lead our club. Many students save up their own money to be able to attend each year. Board members are expected to attend chapter development meetings during the conference and work with other chapters from across the

country to improve individual club practices, generate participation, and support chapter members with their aspirations. Mt. Sac is a huge part of the future of Aviation. We have Mt. Sac Alum as Air traffic controllers, in the military, as pilots, as mechanics, and drone pilots. As a WAI group, we want to instill a culture and passion for aviation for the next generation of Mt. Sac students. Attending this conference is a huge part of how student members develop leadership and motivation skills to support other students in our department.

Lastly this event gives our students the chance to participate in civic engagement and advocacy. Every year the conference holds a girls in aviation day (GIAD) and volunteers offer their time to put on educational and fun activities to do with the girls. This is in order to promote female interest in aviation, a field where women are the minority group. Both men and women play a big part in increasing the diversity in the aviation industry and we would not be able to do it without the help of men along side women in this endeavor. This conference will help bring the men and women in our department to make this realization and support one another. In the future, men in our department will have a higher chance of lifting women up and realizing the grievances women struggle with in a male dominated field as a result of attending this conference and being an active member in our club. Our department prides itself on respect and having good moral character, championing women is a big part of that. This conference is welcoming to both men and women in order to promote solidarity and support for all.

This is a once in a lifetime opportunity for our students that will improve their trajectory without a doubt. The conference usually takes place all over the county, but this year it is about an hour away from our school in Long Beach, California. We want to maximize this opportunity to as many aviation students as we can because the conference is so close this year and probably won't be in California again until after 2028. This is a huge opportunity for us to represent Mt. Sac, provide co-curricular mentorship for our students, build Mt. Sac culture and leadership that is sustainable, and instill civic engagement and advocacy in our department. Thank you for taking the time to consider our request, please reach out with any questions or concerns. We are able to provide any additional information needed because we do realize this is a large budget item. We look forward to speaking with you all and possibly having someone from the council join us at the conference. The event will be publicized and advertised with the A.S. logo and sponsorship.



WAI2023

**34th Annual
Women in Aviation International
Mt. Sac Conference Budget
February 23-25th, 2023**

Long Beach Convention Center, Long Beach California

Registration opens September 2022, Early registration (discounted tickets) ends January 17th at midnight.

Qty	Description	Unit Price	Line Total
3	Full Registration (Mt. Sac Faculty):	425\$ per ticket	1,275.00
30	Student Tickets	200\$ per ticket	6,000.00
0	Transportation- We will make campus transportation request to borrow school vans and/or carpool among students	0\$	0.00
0	Lodging- Since conference is in local area, no hotels are needed	258\$ per night	0.00
0	Meal stipend- Students will pay for their own meals or bring food from home	15\$	0.00
0	Mt. Sac Event Advertising- Flyers can be printed through department or board member's home printers	0\$	0.00
0	Matching T-shirts- Represent Mt. Sac/show up as a team, Will check book store to see if they have options.	20\$	0.00
0	Mt. Sac Exhibit Booth- lowest cost booth, could potentially advertise/generate interest for the Aeronautic Department	400\$ corner booth	0.00
0	WAI scholarship for a Mt. Sac Student- A Mt sac student could win a scholarship on stage during the conference	500-1,000\$	0.00
		Subtotal	7,275.00
		Sales Tax	0.00
		Total	

If we generate interest for more than 30 students, we will try to find sponsorships for any student who wants to go. If less than 30 students are able to attend the conference, we can reimburse Associated Students with any unused funds. We anticipate that more than 30 students will want to go and wish to make this a huge event for our department. With so many students going we would like to include 2 or more faculty. Students in Commercial flight, Air traffic Control, Aviation Science, Drones, and Aircraft Maintenance would benefit from coming to this event.



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