



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 #:	15
Date Received:	2/8/24
Agenda Date:	2/27/24

I. Type of Appropriation Requested (Select all that apply):	Amount Requested per item
<input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)	\$ _____
<input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)	\$ 1678.60
<input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)	\$ 700.00
<input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)	\$ 100.00

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: \$ 2,478.60

II. Additional Sources of Funding

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

If so, please indicate the Source: Fundraiser Amount: \$ 200.00

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: The Biology Club

Name of Event: Spring camping trip

25 Live Reservation Reference Code: 2024-AAMNWC

Event Location: Big Sur, California

Event Date: March 29th - April 1st

Event Start to End Time: 6:00 AM on March 29th to 10 PM on April 1st

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 document

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: Tyler Flisik
 Sign: Tyler Flisik
 Date: 2/12/2024 Ext/Phone: ext: 4554
 Email: tflisik@mtsac.edu

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

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

For Office Use Only				
Co-Sponsor (Motion):		<u>Monal Khan</u>	Date: <u>2/27/24</u>	
Co-Sponsor (Second):		<u>Junnan Lyu</u>	Date: <u>2/27/24</u>	
A.S. Senate				
For:	<u>unanimous</u>	Against:	Abstain:	Date: <u>2/27/24</u>
A.S. Executive Board				
For:	<u>unanimous</u>	Against:	Abstain:	Date: <u>2/27/24</u>
A.S. President				
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>		Date: <u>3/1/24</u>
Notification of Appropriation	Date:	Requisition #:	PO #:	
C & T Form:	Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:
	\$	Purpose:	\$	Purpose:

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

The Biology Club camping trip to Big Sur satisfies the co-curricular engagement A.S. Priority area, because students who are interested in biology will be able to experience marine biology and ecology firsthand, outside of a classroom setting. With the help of the Associated Students, the Biology Club students will be able to experience the Monterey Bay Aquarium, which is a world-renowned aquarium. Most of the students in the Biology Club have never been to an aquarium, much less the Monterey Bay Aquarium. For our trip we will also be camping in and exploring areas around Big Sur, California. Big Sur is one of the most beautiful places to visit in California, with its redwood forests and rocky shorelines. The Biology Club plans to explore the ecology of the area on day hikes through the forest and along the coast. Students will be assigned a plant and animal species that they will research and become familiar with, then they will educate the entire club when we encounter those species in the wild. The Biology Club field trips are also an opportunity to teach students how to camp, since many students in the club have never been camping before. The Biology Department provides sleeping bags and tents, and the club advisors teach students essential camping techniques, including wilderness first aid and how to build a fire. Students also share cooking and cleaning duties while camping, with some students learning cooking skills for the first time.

Budget breakdown for 25 students and 3 advisors

Item(s)	Individual Cost	Total Cost
Admission to Monterey Bay Aquarium	\$59.95/ person	\$1,678.60
Groceries for breakfast, lunch, and dinner for 4-day camping trip ⁶	\$25.00/ person	\$700.00
Paper plates, utensils, paper towels, trash bags, bowls, ice, etc.		\$100.00
	Total Requested	\$2,478.60



Please review your cart

Your cart will expire in the following amount of time: **27:27**

General Admission		
Apr. 1 (Mon.)		
Type	Unit price	Quantity
Adult (ages 18-69)	\$59.95	28
Edit Remove		Total: \$1,678.60

Summary

Subtotal	\$1,678.60
Total	\$1,678.60

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