



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 #:	22
Date Received:	4/9/24
Agenda Date:	4/9/24

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) | \$ 2,817.71 |
| <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.) | \$ 661.87 |

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: \$ 3,479.58

II. Additional Sources of Funding

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

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

+ 500.10
1550 cont
SACS

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Mt. Sac Pride Club

Name of Event: Barbie Spring Ball 2024

25 Live Reservation Reference Code: 2024-AAMSWG

Event Location: Bldg. 410 - Summit Hall (3rd Floor)

Event Date: 05/31/2024

Event Start to End Time: 4:00PM-9:00PM

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: Kay Turner
 Sign: Kay Turner
 Date: 4/3/24 Ext/Phone: (909) 274-4318
 Email: ktturner22@mtsac.edu

B. Designee Processing Banner Requisition(s)

If different from person A.

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

For Office Use Only

Co-Sponsor (Motion): <u>Kelly Lin</u>		Date: <u>4/9/24</u>
Co-Sponsor (Second): <u>Caroline Gin</u>		Date: <u>4/9/24</u>
A.S. Senate		
For: <u>14</u>	Against: <u>1 Kelly Lin</u>	Abstain: <u>0</u> Date: <u>4/9/24</u>
A.S. Executive Board		
For: <u>Unanimous</u>	Against: _____	Abstain: _____ Date: <u>4/9/24</u>
A.S. President		
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u> Date: <u>4/9/24</u>
Notification of Appropriation	Date: _____	Requisition #: _____ PO #: _____
C & T Form:	Date: _____	T#: _____
Check Requests:	\$ _____	Purpose: _____ \$ _____ Purpose: _____
	\$ _____	Purpose: _____ \$ _____ Purpose: _____

>DJ + Lights + Photobooth

• Contact Person: Albie Lieve

~ Total Package: \$2,050.00

- DJ Professional Fee

- DJ Equipment Rentals

1. 4 Big Speakers

2. Microphones

3. DJ Mixer & Equipment

4. DJ Table

- Party Lights Rental

1. 20 Uplights (Atmospheric Lights)

2. 4 Moving Head Lights

- Photo Booth

1. Unlimited Printing Photos

2. Digital Photos

3. Barbie Template (Photo)

4. Silver Background

5. Photo Booth Equipment

Description	Quantity	Unit Price	Balance
Wings and Things Bar	50	\$13.99	\$699.50
Your 2 favorite styles of Chicken Wings, served with Celery and Carrot Sticks with Bleu Cheese and Steak Fries with Ranch Dressing .			
BBQ Wings			
Cajun Style Wings			
Pasta Bar	25	\$23.98	\$599.50
Choice of Meat or Marinara Sauce			
Penne Pasta			
Caesar Salad			
Garlic Bread			
Choice of Brownies or Cookies			
Choice of Iced Tea or Lemonade			
Iced Water			
Chicken w/ Alfredo Sauce			
- Add \$6.99			
Fresh Baked Cookies			
Iced Tea			
Pasta Bar	25	\$16.99	\$424.75
Choice of Meat or Marinara Sauce			
Penne Pasta			
Caesar Salad			
Garlic Bread			
Choice of Brownies or Cookies			
Choice of Iced Tea or Lemonade			
Iced Water			
Meat Sauce			
Brownies			
Lemonade			
Deli Buffet	25	\$16.99	\$424.75
Your choice of two Salads			
Chips			
Assorted Breads and Rolls			
Sliced Roasted Turkey, Buffet Ham, Roast Beef and Salami			
Sliced Swiss, Provolone and American Cheeses			
Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Dijon Mustard			
Assorted Cookies, Bars or Brownies			
Freshly Brewed Iced Tea or Lemonade			
Seasonal Fresh Fruit Salad			
Potato Salad			
Assorted Bars			
Pasta Bar	25	\$16.99	\$424.75
Choice of Meat or Marinara Sauce			
Penne Pasta			
Caesar Salad			
Garlic Bread			
Choice of Brownies or Cookies			
Choice of Iced Tea or Lemonade			
Iced Water			
Marinara Sauce			
Brownies			
Lemonade			
			Product Cost: \$2,573.25
			Tax (9.5%) \$244.46
			Balance: \$2,817.71

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 #:	
Date Received:	
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.

\$ 1,550.00
- 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: \$ 2,050.00

II. Additional Sources of Funding

Are you considering other sources of funding? Yes No

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

III. Event Information

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