



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 #:	14
Date Received:	2/15/23
Agenda Date:	2/21/23

noted
recorded

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) | \$ 150 |
| <input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ 500 |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ |
| <input type="checkbox"/> 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: \$ 650

II. Additional Sources of Funding

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

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

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Alpha Gamma Sigma (AGS)

Name of Event: Bubble Run

25 Live Reservation Reference Code: _____

Event Location: Anaheim California

Event Date: March 25, 2023

Event Start to End Time: 9AM-3PM

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: Regina Martinez
 Sign: 
 Date: 2/10/23 Ext/Phone: 5253
 Email: rmartinez298@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):		Martin chaw		Date: 2/21/23	
Co-Sponsor (Second):		Becky zhu		Date: 2/21/23	
A.S. Senate					
For:	11	Against:	0	Abstain:	0
				Date: 2/21/23	
A.S. Executive Board					
For:	5	Against:	0	Abstain:	0
				Date: 2/21/23	
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: 		Date: 2/28/23	
Notification of Appropriation		Date:	Requisition #:	PO #:	
C & T Form:		Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

AGS Bubble Run Event Funding Form

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.

Purpose of the event:

This event will allow the executive board of AGS, along with some of the members to connect as this will be the first in-person event that the new team will experience together. It will be a memorable time of learning as the executive board takes on the responsibility of managing the group which will help the board gain leadership skills. The event also acts as a recognition of service, civic engagement, and advocacy because portions of the event's proceeds will go towards research, funding and treatment to families that are battling childhood cancer and terminal illness. As a community service oriented organization, the goal of AGS is to give back to the community as much as possible, and in different ways. While we usually volunteer to help out the community, this event will be another way that we are giving back to the community by alleviating some of the stresses from these families and helping the future of society which puts a meaningful impact on the world.

Budget breakdown:

10 people going

- \$65 person
 - \$40: Registration Fee
 - \$10: Insurance
 - \$15: Food after the Event

Total: \$650

<https://bubblerrun.com/locations/anaheim/>



