



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 #:	29
Date Received:	4/24
Agenda Date:	

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) | \$ 300 |
| <input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ 320 |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ 0 |
| <input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ 0 |

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: \$ 620

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: E.A.G.L.E Club

Name of Event: Natural History Expedition

25 Live Reservation Reference Code: 2023-AALGFD Updated- 2023-AALGHQ

Event Location: 900 Exposition Blvd, LA CA 90007

Event Date: June 2, 2023

Event Start to End Time: 8:30 AM- 3:30 PM

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	B. Designee Processing Banner Requisition(s) <i>If different from person A.</i>
Print: <u>Elizabetha (Beta) Meyer</u>	Print: _____
Sign: <u>Elizabetha B. Meyer, P.L.D.</u>	Sign: _____
Date: <u>04/20/23</u> Ext/Phone: <u>x 4149</u>	Date: _____ Ext/Phone: _____
Email: _____	Email: _____

For Office Use Only					
Co-Sponsor (Motion): <u>Vincent Goh</u>			Date: <u>5/2/23</u>		
Co-Sponsor (Second): <u>Haley Fetchik</u>			Date: <u>5/2/23</u>		
A.S. Senate					
For: <u>13</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>5/2/23</u>		
A.S. Executive Board					
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>5/2/23</u>		
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>		Date: <u>5/15/23</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 by including quotes, conference webpages, etc.

The event, "The Expedition of Natural History," fulfills the A.S priority; Co-curricular engagement. The Environmental Action Group for a Livable Earth Club (E.A.G.L.E) strives to increase awareness of our natural environment and the issues it faces while also enhancing the nature of students connecting and learning within our environment. We believe that this trip to the Natural History Museum will allow students to explore the prehistoric and present-day exhibitions for an educational experience. It will provide us with an interactive way of learning about the different types of ecosystems, habitats, and the roles played within these environments.

NHM Budget Breakdown - EAGLE.png Download Full screen Print Save to OneDrive

Natural
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Budget Breakdown

Students	24	
Faculty	1	
Vehicles	3	
Catering	\$12 per person	\$300
Travel	\$11 per person	\$275
Parking Fee	\$15 per vehicle	\$45
Total Cost		\$620

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Hi Leslie!

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