



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 #:	1
Date Received:	9/5/23
Agenda Date:	9/12/23

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) \$ 2325.00
- 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: \$ 2325.00

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: SWE - Society of Women Engineers

Name of Event: SWE 2023 Conference

25 Live Reservation Reference Code: _____

Event Location: Los Angeles Convention Center

Event Date: October 26-28

Event Start to End Time: 8am - 5pm

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: Chrystin Green
 Sign: Chrystin Green
 Date: 9/5/23 Ext/Phone: x5703
 Email: cgreen49@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>Noah Rainbow</u>			Date: <u>9/12/23</u>		
Co-Sponsor (Second): <u>Ricardo Diaz</u>			Date: <u>9/12/23</u>		
A.S. Senate					
For: <u>14</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>9/12/23</u>		
A.S. Executive Board					
For: <u>14</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>9/12/23</u>		
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>		Date: <u>9/19/23</u>	
Notification of Appropriation	Date:	Requisition #:		PO #:	
C & T Form:	Date:	T#:			
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

SWE (Society of Women Engineers) is looking for funding to attend the 2023 SWE Conference from October 26-28. We are looking for funding for 15 students. The collegiate membership for SWE is \$20.00/ fiscal year, and the early registration (expires 9/30) cost would be \$135.00 per person. MtSAC SWE is not currently affiliated with SWE and is only using the name for club purposes. By obtaining a collegiate membership, we are able to save \$80.00 per person. The WE 23 conference is the world's largest conference for women in the engineering and technology field. By attending, students are given the invaluable opportunity to network, gain career insights, and connect with industry leaders. Furthermore, participants have the opportunity to attend interactive workshops centered on leadership and engineering subjects while cultivating relationships that empower women in the STEM field at large. The WE23 nurtures growth, presents opportunities for networking, and inspires students to live without limits.

Budget Breakdown	
Number of Students	15
Collegiate Membership	\$20.00/ fiscal year
Early Registration Fee (EXPIRES 9/30)	\$135.00
TOTAL:	\$2325.00

COLLEGIATE: Full Conference Registration – SWE Member Options

Registration Type & Options	WE23 – Early: On or before 9/30/2023	WE23 Price – Late: On or After 10/1/2023	WE23 Virtual Price
Collegian SWE Member	\$135	\$200	\$25
Collegian Non-Member*	\$235	\$300	\$25

Membership Types & Pricing

SWE membership is open to all genders. All SWE memberships coincide with the SWE fiscal year that runs from July 1 – June 30, unless noted differently below, and early renewal/join begins every April.

^ Collegiate Membership

A SWE collegiate membership is an awesome way to prepare for a successful engineering career. As a member, you are part of a community of peers with access to exceptional tools, scholarships, training, leadership development, and networking.

Membership types and pricing are below:

- 1 fiscal year standard **collegiate membership**. Annual membership for college students majoring in engineering or a STEM field.
 - Cost: \$20/fiscal year
- **Collegiate to Career (C2C)**. One-time membership payment will last throughout a member's college career and one additional year of professional membership after graduating. All students are required to have an expected graduation date on their account.
 - Cost: 1 time payment of \$50