



# 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](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	24
Date Received:	3/30
Agenda Date:	

### 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)      | \$ _____                  |
| <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.) | \$ <u>106.33</u>          |

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: \$ 106.33

### II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No  
If so, please indicate the Source: N/A Amount: \$ N/A

### III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Muslim Student Association  
 Name of Event: MSA Arts and Crafts  
 25 Live Reservation Reference Code: 2024-AAMRSW  
 Event Location: ~~XXXXXXXXXXXXXXXXXXXX~~ On Campus  
 Event Date: 5/19/24  
 Event Start to End Time: 3pm - 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](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

Print: Peter Churchill  
 Sign: *[Signature]*  
 Date: 3/28/24 Ext/Phone: 626 485-4416  
 Email: pchurchill@mtsac.edu

**B. Designee Processing Banner Requisition(s)**

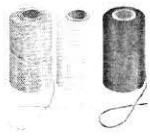
*If different from person A.*  
 Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

For Office Use Only					
Co-Sponsor (Motion):		Manal Khan		Date: 4/16/24	
Co-Sponsor (Second):		echo heng		Date: 4/16/24	
<b>A.S. Senate</b>					
For:	Against:	Abstain:	Date: 4/16/24		
UNANIMOUS					
<b>A.S. Executive Board</b>					
For:	Against:	Abstain:	Date: 4/16/24		
UNANIMOUS					
<b>A.S. President</b>					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u><i>[Signature]</i></u>		Date: 4/22/24	
Notification of Appropriation	Date:	Requisition #:		PO #:	
C & T Form:	Date:	T#:			
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

Sharif  
 Zoom 4/16/24  
 909) 284-6758

# MSA Events: (Prices, Location, Purpose for Event)

## 5/9/24 Arts and Crafts Event:



984 Ft Natural Jute Twine, 2mm Thin White Cotton Rope for Crafts, Art, Gardening, Gift Wrapping, Decoration, Packing - 3

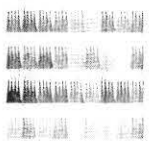
FREE delivery Tue, Apr 2 available at checkout  
 FREE Returns  
 This is a gift item  
 Size: 1 Roll

Qty: 1 [Add to cart](#) [Buy for later](#) [Compare with similar items](#) [Share](#)

\$5.99

Subtotal (7 items): \$64.63  
 This order contains a gift

[Proceed to checkout](#)

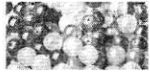


MUXGOA 148 Pcs Bookmark Tassels for Crafts, Key Chain Tassels for Jewelry Making, Tassels on String, Mini Tassels for

FREE delivery Tue, Apr 2 available at checkout  
 FREE Returns  
 This is a gift item  
 Color: Multi Color

Qty: 1 [Add to cart](#) [Buy for later](#) [Compare with similar items](#) [Share](#)

\$8.69



LAIDANI 7 Chakras 8mm Natural Colorful Stone Beads Round Loose Gemstone Stone Beads for DIY Bracelet Necklace

FREE delivery Tue, Apr 2 available at checkout

\$9.99

100 Pcs Natural Crystal Beads 8mm Gemstone Beads for DIY Bracelet Necklace

100 Pcs Natural Crystal Beads 8mm Gemstone Beads for DIY Bracelet Necklace

[Add to cart](#)

100 Pcs Natural Crystal Beads 8mm Gemstone Beads for DIY Bracelet Necklace

## Shopping Cart



Zenia (Pack of 3) 100% Natural Henna Hair Color Paste Hair Dye Cones Dark Reddish-Brown Color 25g Each Cone

FREE delivery Tue, Apr 2 on \$35.00 items shipped by Amazon  
 FREE Returns  
 This is a gift item  
 Color: Brown  
 Size: 3 Count (Pack of 3)

Qty: 2 [Add to cart](#) [Buy for later](#) [Compare with similar items](#) [Share](#)

Price

\$7.99

Add \$15.02 of eligible items in your order to qualify for FREE Shipping. See details.

Subtotal (2 items): \$15.98  
 This order contains a gift

[Proceed to checkout](#)

Customers Who Bought Items in Your Recent History Also Bought

Henna tattoo stencils kit, Reusable henna...

Subtotal (2 items) \$15.98



Best seller

[Frito-Lay](#)

Frito-Lay Classic Snack Mix Variety Pack  
 Snack Chips, 42 Count Multipack

★★★★☆ 129 227 reviews

\$19.98 \$1.2 e/oz

Price when purchased online

[Add to cart](#)

One time purchase

\$19.98



Crystal Geyser Alpine Natural Spring  
Water Bottles, 16.9 FL Oz, 32 Ct

★★★★☆ 1516 Reviews

\$5.74 ~~11.47~~ (2)

Price ends in 11/20/2018

Add to cart

One-time purchase

\$5.74

How you'll get this item:

Price Breakdown:

Henna (2) \$7.99 + Beads (5) \$9.99 + Chips (1) \$19.98 + Cotton Rope (1) \$5.99 + Tassels (1) \$8.69 + Water (1) \$5.74

Total: \$106.33

Location: On-Campus

Purpose of Event:

The primary objective of organizing this event is to foster a sense of community by facilitating interactions among its members. Through a range of engaging activities, attendees will have the opportunity to establish meaningful connections and develop rapport with one another. The event aims to cultivate a supportive environment where individuals can share experiences, exchange ideas, and build relationships that extend beyond the confines of the gathering. By encouraging participation and interaction, the event seeks to enhance camaraderie, strengthen bonds, and promote a sense of belonging within the community.