

# Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

**For Office Use Only**

Request #:	110
Date Received:	1/20/20

em sent 3/3

Amount Requested per item

### I. Type of Appropriation Requested (Select all that apply):

- Catering: (ex. Sodexo, off-campus restaurants and caterers) (in n out) \$ 2800 ~~\$ 250.00~~
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ \_\_\_\_\_
- 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: \$ 250.00

### II. Additional Sources of Funding

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

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

\$3000.00 approved

### III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Business division - Acct dept

Name of Event: 2020 UTA - Week 1

25 Live Reservation Reference Code: \_\_\_\_\_

Event Location: 79-3270

Event Date: 2/29/20

Event Start to End Time: 8:00 AM to 2:00 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 which priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

Please attach supplemental sheets to describe how your event fulfills one or more of A.S. Priority areas and 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 [lhenpings@mtsac.edu](mailto:lhenpings@mtsac.edu).

A. Club Advisor / Employee Submitting Request Form

B. Designee Processing Banner Requisition(s)  
If different from person A.

Print: STEVEN VALDES  
 Sign: [Signature]  
 Date: 1/21/2020 Ext/Phone: [Redacted]  
 Email: [Redacted]

Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

For Office Use Only			
Co-Sponsor (Motion):		<u>Andy Shin</u>	Date: <u>2/25/20</u>
Co-Sponsor (Second):			Date:
<b>A.S. Senate</b>			
For:	<u>Unanimous</u>	Against:	Abstain: <u>Kimmorris</u> Date: <u>2/25/20</u>
<b>A.S. Executive Board</b>			
For:	<u>Unanimous</u>	Against:	Abstain: _____ Date: <u>2/25/20</u>
<b>A.S. President</b>			
<input type="radio"/> Approve	<input type="radio"/> Veto	Signature:	Date:
Notification of Appropriation	Date:	Requisition #:	PO #:



Tuesday, January 21, 2020

Dear Associated Students,

Attached is the support narrative for the funding request for the 2020 VITA program. The funds will go specifically to pay for food and beverages of the Mt. SAC students who are participating and volunteering in the Mt. SAC VITA program.

We believe that our event and program achieves all of the objectives that Associated students encompasses as well as the mission of the college and more specifically the Co-curricular engagement, leadership development, retention and transfer, recognition of service and most importantly civic engagement and advocacy.

Students not only learn the technical aspects of tax preparation but also the intangible soft skills of communication, organization and work ethic. Our students will also work with one another as a team and with actual clients who will provide them valuable on the job training and experience. Throughout our tax season numerous opportunities presents itself in the form of mentoring, leadership and service.

The Volunteer Income Tax Assistance (VITA) program offers free tax preparation and help to people who generally make \$54,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing their own tax returns. Each year Mt Sac Students train and become IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals. The VITA program is the flagship program of the Mt. San Antonio College Accounting department.

In the past four years Mt. SAC business students have prepared over 800 individual tax returns for members of the community, students and low-income families. The program has grown astronomically from 4 students to 50 students and 2020 is already looking to be another successful year.

Students who are well rested and fed well will perform above expectations. I believe that this is an expense that will benefit our students, college and the community.

-Steven Valdes, CPA, CFE, PFS, CGMA, MBT

Accounting Professor  
VITA Coordinator  
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