



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 #:	6
Date Received:	9/20
Agenda Date:	9/26

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) \$ _____
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ 315.00
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) ~~\$ 600.00~~ \$240

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: ~~\$ 1005.00~~ \$555.00

II. Additional Sources of Funding

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

If so, please indicate the Source: Natural Science Division Amount: \$ 1800.00

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Natural Science Division & Mt SAC Astronomical Society

Name of Event: Partial Eclipse 2023

25 Live Reservation Reference Code: 2023-AALSXV

Event Location: Planetarium -26C, 26 East Grass, Parking Lot G

Event Date: October 14, 2023

Event Start to End Time: 7:30 AM - 12:00 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 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.

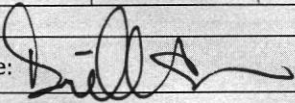
This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 6 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email lhennings@mtsac.edu.

A. Club Advisor / Employee Submitting Request Form

Print: Heather Rookhuyzen
 Sign: Heather Rookhuyzen
 Date: 9/22/2023 Ext/Phone: 5794
 Email: hjones3@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):	Andy "Zheng" Zhu			Date: 9/26/2023
Co-Sponsor (Second):	Kelly "Jingfang" Lin			Date: 9/26/2023
A.S. Senate				
For:	14	Against:	0	Abstain: 1
Date:	9/26/2023			
A.S. Executive Board				
For:	7	Against:	0	Abstain: 0
Date:	9/26/2023			
A.S. President				
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: 		Date: 10/04/23
Notification of Appropriation	Date:	Requisition #:	PO #:	
C & T Form:	Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:
	\$	Purpose:	\$	Purpose:

Partial Solar Eclipse Funding Request

Description: On Saturday October 14, 2023, a partial solar eclipse will be visible over southern California (weather permitting). We will be hosting free planetarium shows and solar telescope viewing on campus during this celestial event. We expect 2-3K people in attendance over the course of the eclipse. Such an event is only possible because of a small army of student volunteers. I would like to be able to provide free t-shirts, lunch, waters, and an opportunity for a special 2023-2024 solar eclipse graduation sash for those students that help with both the October 2023 eclipse and the April 2024 eclipse. Below is a breakdown of the estimated costs for these items. Please support the students helping with this amazing celestial event.

Item	Est Cost
T-Shirts (40 various sizes)	\$410.00
Water (4 packs of 24)	\$35.00
Pizza (18 large or 22 medium pizzas)	\$230.00
Snacks (granola bars)	\$50.00
Graduation Sashes (40) PINS \$3,264.00 ?	
TOTAL	\$3,989.00

