



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 #:	12
Date Received:	11/16/22
Agenda Date:	11/22

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

Amount Requested per item

- 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.) \$ 240.00
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$ ~~1670.00~~

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."

1880

TOTAL AMOUNT REQUESTED: \$ 2,120.00

II. Additional Sources of Funding

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

If so, please indicate the Source: Fundraisers Amount: \$ 100-300

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Mt. SAC Engineering Club

Name of Event: Building Workshops, Advanced Hybrid Rocket Team

25 Live Reservation Reference Code: _____

Event Location: Mt. SAC, MakeSpace, FAR Launch Site

Event Date: Feb. 21st, 2023 - Jun 11th, 2023

Event Start to End Time: _____

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)
If different from person A.**

Print: Maria Vaughn
 Sign: *Maria Vaughn*
 Date: 11/16/2022 Ext/Phone: 4427
 Email: _____

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only				
Co-Sponsor (Motion):		Date:		
Co-Sponsor (Second):		Date:		
A.S. Senate				
For: <u>Unanimous</u>	Against: _____	Abstain: _____	Date: <u>11/22/22</u>	
A.S. Executive Board				
For: <u>Unanimous</u>	Against: _____	Abstain: _____	Date: <u>11/22/22</u>	
A.S. President				
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u><i>Andrea</i></u>		Date: <u>12/5/22</u>
Notification of Appropriation	Date: _____	Requisition #:		PO #:
C & T Form:	Date: _____	T#:		
Check Requests:	\$ _____	Purpose: _____	\$ _____	Purpose: _____
	\$ _____	Purpose: _____	\$ _____	Purpose: _____

Fabrication Workshops		Advanced Rocket Team		Total
Soldering Irons	\$70.00	Al 6063 Tube	\$140.00	\$2,120.00
Solder	\$20.00	Motorized Ball Valve	\$130.00	
Protoboards	\$20.00	Solenoid Valve	\$50.00	
Resistors	\$15.00	Pipe	\$30.00	
Lumber	\$10.00	Burst Disc	\$10.00	
Aluminum Stock	\$15.00	Relief Valve	\$110.00	
		Pressure Transducer	\$130.00	
Civil Workshops		Steel Stock	\$80.00	
Plywood	\$20.00	Injection Plate	\$20.00	
Springs	\$15.00	PVC Pipe	\$200.00	
24V Electric Motor	\$100.00	Nitrous Oxide	\$250.00	
Washers	\$10.00	Fiber-Glass Airframe	\$120.00	
Bolts and Nuts	\$15.00	Nose Cone	\$160.00	
		Food Supplies	\$240.00	
EE Workshops				
Raspberry Pi Pico W	\$30.00	Subtotal	\$1,670.00	
IMU's	\$30.00			
Stepper Motor Hat	\$50.00			
12V Stepper Motor	\$30.00			
Subtotal	\$450.00			

