



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 #:	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

(snacks and study)
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.

A. Club Advisor / Employee Submitting Request Form

B. Designee Processing Banner Requisition(s)

If different from person A.

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

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	
A.S. Senate					
For:	Against:	Abstain:	Date: 4/16/24		
A.S. Executive Board					
For:	Against:	Abstain:	Date: 4/16/24		
A.S. President					
<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)

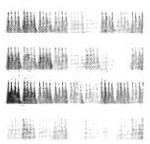
5/9/24 Arts and Crafts Event:



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

\$5.99
 In Stock
 FREE delivery Tue, Apr 2 available at checkout
 FREE Returns
 This is a gift Learn more
 Size: 4 Reels

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#) [Share](#)



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

\$8.69
 In Stock
 FREE delivery Tue, Apr 2 available at checkout
 FREE Returns
 This is a gift Learn more
 Color: Multi Color

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#) [Share](#)



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

\$9.99
 In Stock
 FREE delivery Tue, Apr 2 available at checkout

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#) [Share](#)

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

[Proceed to checkout](#)

Customers Who Bought Items in Your Recent History Bought



LQVAPZL She-nigh Cottons An...
\$8.99 ~~\$16.99~~
[See all buying options](#)



100Pcs Natural Crystal Beads Stone Gemstone...
\$6.99
[Add to Cart](#)



Fliuck Natural Stone Beads Aquamarine...
\$2.50

Shopping Cart



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

\$7.99
 #1 Best Seller
 In Stock
 FREE delivery Tue, Apr 2 on \$35 of items shipped by Amazon
 FREE Returns
 This is a gift Learn more
 Color: Brown
 Size: 3 Count (Pack of 3)

Qty: 2 [Delete](#) [Save for later](#) [Compare with similar items](#) [Share](#)

Subtotal (2 items) **\$15.98**

Price

Add \$19.02 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...
\$7.95



Best seller



Frito-Lay

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

★★★★☆ (29,227 reviews)

\$19.98 \$1.2 c/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

★★★★☆ 151 (3) reviews

\$5.74 11¢ per oz

Price when purchased online

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.