



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 #:	14
Date Received:	1/31/24
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 checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$19,560.00 |
| | This would be for 20 students |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ _____ |
| <input type="checkbox"/> 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: \$19,560.00

II. Additional Sources of Funding

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

approved \$10,000

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

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: CNSA

Name of Event: NSNA Conference

25 Live Reservation Reference Code: 2024-AAMMBP

Event Location: Orlando, Florida

Event Date: 4/3/2024

Event Start to End Time: 4/6/2024 6:15 pm
Will travel back home on 4/7/24

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
- #1 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: Connie Kunkler
 Sign: Connie Kunkler digitally signed 01192024 1501
 Date: 1/19/2024 Ext/Phone: 5382
 Email: _____

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

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

For Office Use Only

Co-Sponsor (Motion): <u>Kellyun</u>		Date: <u>3/12/24</u>
Co-Sponsor (Second): <u>Juananlyu</u>		Date: <u>3/12/24</u>
A.S. Senate		
For: <u>unanimous</u>	Against: _____	Abstain: _____ Date: <u>3/12/24</u>
A.S. Executive Board		
For: <u>unanimous</u>	Against: _____	Abstain: _____ Date: <u>3/12/24</u>
A.S. President		
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u> Date: <u>2/13/2024</u>
Notification of Appropriation	Date: _____	Requisition #: _____ PO #: _____
C & T Form:	Date: _____	T#: _____
Check Requests:	\$ _____	Purpose: _____ \$ _____ Purpose: _____
	\$ _____	Purpose: _____ \$ _____ Purpose: _____



National Student Nurses' Association, Inc.
72nd Annual Convention
April 3-7, 2024
Disney's Coronado Springs Resort

This schedule is tentative, and times and sessions are subject to change. The final schedule will appear in the convention app, Guidebook.

Tuesday, April 2

12:00pm – 3:00pm	Delegate Credentialing
12:00pm – 7:00pm	Convention Registration/Badge Pickup
1:00pm – 8:00pm	Council of State Presidents <i>(open to Board of Directors, Nominating and Electing Committee (NEC), Resolutions Committee, state presidents, presidents-elect, state consultants and state staff)</i>
5:00pm – 7:00pm	Delegate Credentialing

Wednesday, April 3

6:30am – 6:30pm	Convention Registration/Badge Pickup
7:00am – 1:00pm	Delegate Credentialing (ends promptly at 1:00 pm)
8:00am – 11:45am	NCLEX Mini Review Powered by Lippincott PassPoint
8:30am – 3:30pm	Co-Sponsored NLN Faculty Workshop (Special Registration Required)
9:00am – 9:30am	Briefing for Candidates on the Slate and their Campaign Managers
9:00am – 12:00pm	Resolutions Committee Available to meet with Authors (in person by appointment)
10:00am – 11:00am	Campaign Headquarters Open for those Running from the Floor
11:00am	Deadline for Candidates running from the floor Wednesday to have their applications submitted to the NEC
11:30am- 12:00pm	Briefing for candidates to be nominated from the floor of House of Delegates on Wednesday
12:15pm– 1:15pm	Association Activity Seminars
1:00pm – 2:00pm	Campaign Headquarters Open-Meet the Candidates
1:30pm – 2:30pm	Focus Sessions
2:45pm – 4:00pm	Opening Meeting of House of Delegates- Mandatory for Delegates
4:00pm – 5:00pm	Focus Sessions <i>(Repeats from 1:30 pm)</i>

4:00pm – 5:30pm	Faculty Workshop: First Time Consultant/Advisor
5:00pm – 5:30pm	Scholarship Sponsors and Scholars Meet and Greet (by Invitation)
5:45pm – 7:30pm	Opening Ceremony and Keynote Address
8:30pm – 10:30pm	Opening Night Party
<u>Thursday, April 4</u>	NSNA Uniform Day
6:30am – 6:30pm	Convention Registration/Badge Pick-up
7:00am – 8:45am	NCLEX Mini Review Powered by Lippincott PassPoint (Continuation)
7:30pm – 9:00am	Faculty Workshop
9:00am	Deadline for Pre-slated Candidates to check-in at Campaign Headquarters
9:00am – 11:00am	Plenary Session
10:00am – 1:00pm	Delegate Credentialing
11:00am – 12:30pm	Faculty Workshop
11:00am – 3:30pm	Grand Opening of Exhibit Hall and Career Development Center; Poster Sessions
12:15 pm -12:45 pm	Resolution Authors Available
12:45pm – 1:15pm	Finance Forum - Mandatory for Delegates
1:00pm – 2:30pm	Faculty Workshop
1:15pm -1:45pm	Resolution Authors Available
1:30 pm – 2:30 pm	NSNA Nursing Tournament for Patient Safety – NEW!
2:00pm – 3:30pm	Meet the Candidates
2:00pm – 5:00pm	Delegate Credentialing
2:45pm – 4:15pm	Faculty Workshop
3:00pm	Deadline for candidates running from the floor on Friday to have their completed applications submitted to the NEC
3:15pm – 4:15pm	Focus Sessions (<i>Mental Health First Aid and more!</i>)
4:30pm – 5:30pm	Focus Sessions (<i>Repeat from 3:15 pm</i>)
4:30pm – 6:00pm	Faculty Workshop
<u>Friday, April 5</u>	
6:30am – 6:00pm	Convention Registration/Badge Pick-up
7:00am – 8:45am	NCLEX Mini Review Powered by Lippincott PassPoint (Completion)
7:30am – 9:00am	Faculty Workshop (Breakfast at 7:00 am)
8:00am – 9:00am	Delegate Credentialing
8:00am – 9:30am	NEC Available in Campaign Headquarters
9:00am – 10:45am	Plenary Session
9:30am – 10:00am	Briefing for Candidates to be nominated from the floor on Friday
11:00am – 2:00pm	House of Delegates - Mandatory for Delegates
11:00am – 3:30pm	Exhibits and Career Development Center; Poster Sessions
12:00pm – 1:30pm	Faculty Workshop
1:00pm – 3:00pm	Saving Lives: Seizure First Aid Certification Workshop - NEW!
2:00pm – 3:00pm	FNSNA: Making Dreams Come True LIVE Auction

3:00pm – 4:30pm	Presidential Debate - Mandatory for Delegates
3:30pm – 4:30pm	Focus Sessions
3:30pm – 5:00pm	Faculty Workshop
4:30pm – 5:30pm	Delegate Credentialing
4:45pm – 5:45pm	Focus Sessions (<i>Repeats from 3:30 pm</i>)
5:15pm – 6:30pm	Faculty Workshop
6:00pm – 8:00pm	Meet the Candidates

Saturday, April 6

Midnight – 9:00am	Electronic Voting for the 2024-2025 Candidates
7:00 am	Fun Run
7:30am – 3:00pm	Convention Registration/Badge Pick-up
8:00am – 9:00am	Voting Technical Assistance
8:00am – 9:30am	Faculty Workshop
9:00am – 10:00am	Understanding Epilepsy: Promoting Awareness and Erasing Stigma – NEW!
9:00am – Noon	Exhibits and Career Development Center; Poster Sessions
10:30am – 1:00pm	Closing Session House of Delegates Mandatory for Delegates
12:30pm – 2:00 pm	Faculty Workshop
1:30pm – 2:30 pm	Focus Sessions
2:15pm – 3:45pm	Faculty Workshop
2:45pm – 3:45pm	Focus Sessions (<i>Repeat 1:30 pm</i>)
4:15pm – 6:15pm	Closing Ceremony, Award Presentations, and Endnote Address

Sunday, April 7

7:30am – 9:30am	2024-2025 Nominating and Elections Committee Orientation Meeting
8:30am – 11:00am	2024-2025 Board of Directors Orientation Meeting

ELEVATE: Dreams Help Make the Impossible Possible

The NSNA 72nd Annual Convention will be held during the Spring and explores specialty nursing areas and various education workshops for nursing students. NSNA invites you and your colleagues to join us and get ready to network with nursing students from across the country, learn from top nursing leaders, prepare for your future profession, and have some fun.

It's easy and fun to attend NSNA's 72nd Annual Convention! You will have the opportunity to learn new skill sets and test taking strategies while attending multiple education sessions including a live NCLEX-RN Review. You will meet NSNA leaders including the Board of Directors, Nominating and Elections Committee, and the chair of the Resolutions Committee. The Annual Convention will be a place where you can network with students across the USA; gain skills to manage state and local chapters; master test taking skills while learning clinical judgement—and much, much more!

Exhibits provide opportunities for you to meet with exhibitors from a variety of employment and academic settings, NCLEX vendors and publishers. Also, receive expert advice for career development including interview skills, resume building, and future education opportunities. A special program for faculty to earn contact hours is also planned.

[NSNA Convention - Home](#)



72nd Annual Convention
 April 3-7, 2024
Disney's Coronado Springs Resort
 1000 West Buena Vista Drive
 Lake Buena Vista, FL 32830-8403

BUDGETING INFORMATION

The following information is being provided to assist you with budgeting for the 2024 NSNA Annual Convention.

Room Rate (Single/Double):	\$215.00
Room Rate (Triple):	\$225.00
Room Rate (Quad):	\$235.00

Sample Budgets

MINIMUM--per person (4 in a room for 3 nights and 4 days)

• NSNA Member attending Convention only, registering in advance	\$125.00
• Quad room (4 people) at <i>Disney's Coronado Springs Resort</i> for 3 nights. Price includes state and occupancy tax* (12.5% occupancy tax)	\$198.28
• Food for 4 days, IRS estimates	\$276.00
<hr/>	
• Total	\$599.28

MAXIMUM--per person (single room for 3 nights and 4 days)

• NSNA Member attending Convention and the NCLEX Review, Registering in advance	\$145.00
• Single room at the <i>Disney's Coronado Springs Resort</i> for 3 nights Price includes state and occupancy tax* (12.5% occupancy tax)	\$725.63
• Food for 4 days, IRS estimates	\$276.00
<hr/>	
• Total	\$1146.63

Breakdown of expenses

Food

(4 days) based on IRS estimates for Lake Buena Vista, Florida at \$69 per day x 4 days = \$276

Breakfast	\$16.00 per day
Lunch	\$17.00 per day
Dinner	\$31.00 per day
Incidentals	\$5.00 per day

Disney's Coronado Springs Resort Amenities

- Complimentary Internet for all NSNA Annual Convention Attendees – in guestrooms and meeting space
- Fitness Center Access
- Local telephone calls
- Access to Disney's complimentary transportation system to *Walt Disney World® Resort* theme parks and *Disney Springs®*

Hotel Parking

Valet and complimentary Self-Parking is available for guests and commuting convention attendees.

Other costs and information

Baggage Fees – Check your airline's website for the latest rules and regulations regarding baggage fees. In addition to leaving home large containers of shampoo and hairspray, extra fees for luggage may require you to pack only the essentials.

Taxi Information - Taxi services, along with Uber and Lyft are available. Prices vary.

Airline Discount - NSNA has arranged discounted airfares with Delta Airlines for the 72nd Annual Convention for attendees traveling to and from Orlando International Airport (MCO) between *April 2, 2024, and April 7, 2024*. Please [click here](#) to book your flights or you may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 8:00 a.m. – 6:30 p.m. (EST) and enter Meeting Event Code **NM3CH**.

Please also note that in using the link a reservation should not be made under basic economy fares due to their highly restrictive policy, (non-refundable and non-changeable). All reservations should be made under main cabin fares.

Airport/Transportation

Orlando International Airport (MCO) is about 25 miles from *Disney's Coronado Springs* Resort.

Helpful Links

Hotel Information: <https://disneyworld.disney.go.com/resorts/coronado-springs-resort/>
Disney's Coronado Springs Resort celebrates a unique blend of Spanish, Mexican and Southwest American cultures. This beautiful lakeside oasis offers classic influences, Disney touches and modern comforts to energize and inspire.

Dining Options: <https://disneyworld.disney.go.com/resorts/coronado-springs-resort/dining/>
Delight in casual and upscale cuisine at *Disney's Coronado Springs* Resort that celebrates Spanish exploration and artistry along with Disney creative tradition. Also check out *Disney Springs*, an upscale destination where dining, shopping and entertainment dreams come true!
<https://www.disneysprings.com/>

My Disney Experience: Create an account to use this as your guide to start planning your stay on Disney property. Online and mobile tools makes it easy to reserve dining and experiences prior to arrival. Dining Reservations may need to be booked early:
<https://disneyworld.disney.go.com/plan/my-disney-experience>

Disney Tickets: For more information on ticket options to Disney Parks please see the following link: <https://www.dropbox.com/scl/fi/ehlxn0i1ueky6nnhv2b63/Disney-Park-Tickets.pdf?rlkey=sl4djiyznxt242vq3sq3558v&dl=0>

***Debit Cards are not recommended since the hotel immediately deducts for incidentals upon check-in (\$100.00 to start). The amount held is based on hotel policy and anything unused is released at checkout. Check with your financial institution for their policy on funds being returned to your account. If the first \$100 is used prior to checkout, another \$100 will be held. To avoid holds, the hotel recommends using your debit card only for room and tax. Tell the front desk that you will not charge any incidental fees to your room. Your Magic Band will then only work as your room key. You are free to use your debit card at all outlets throughout the hotel and the parks, but no holds will apply to your account. Note that a \$100 hold is also applied for credit cards.**

National Student Nurses Association Conference

	Number of Students	20
Registration	\$ 145.00	
Airfare	\$ 550.00	
Hotel	\$ 198.28	
Food	\$ 276.00	
Total Cost per Student	\$ 1,169.28	
Total Cost for Conference	\$ 23,385.60	