



# 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 #:          | 6       |
| Date Received:      | 9.20.19 |

enst

Amount Requested per item

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

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ 600
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ 500
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ 100
- 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: \$ ~~900~~ <sup>1200</sup>

### II. Additional Sources of Funding

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

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

\$850 approved

### III. Event Information

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

Name of Event: Federal Reserve Tour

25 Live Reservation Reference Code: 2019 - AAFZKD - need new one

Event Location: 950 S. Grand Ave., Los Angeles, CA 90015

Event Date: 10/24/2019

Event Start to End Time: 10am to 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 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 [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

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

Print: Esha Ahmed  
 Sign: [Signature]  
 Date: 9/19/19 Ext/Phone: [Redacted]  
 Email: [Redacted]

Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
*tabled to 10/1/19*

| For Office Use Only                      |                            |                               |                      |
|--|----------------------------|-------------------------------|----------------------|
| Co-Sponsor (Motion):                     | <u>Justinchoa</u>          |                               | Date: <u>9/24</u>    |
| Co-Sponsor (Second):                     | <u>Janelly Navarro</u>     |                               | Date: <u>9/24</u>    |
| <b>A.S. Senate</b>                       |                            |                               |                      |
| For:                                     | Against:                   | Abstain:                      | Date:                |
| <b>A.S. Executive Board</b>              |                            |                               |                      |
| For:                                     | Against:                   | Abstain:                      | Date:                |
| <b>A.S. President</b>                    |                            |                               |                      |
| <input checked="" type="radio"/> Approve | <input type="radio"/> Veto | Signature: <u>[Signature]</u> | Date: <u>10/3/19</u> |
| Notification of Appropriation            | Date:                      | Requisition #:                | PO #:                |

*emailed 10/7*

## **Purpose of Event:**

This event fulfills the *Co-curricular engagement* priority area. The tour includes:

- The Fed Center, where students will “experience this permanent installation designed to teach about the purposes and functions of the U.S. central bank through a series of guided hands-on and visually engaging experiences”
- Cash Operations, where students will “learn about the Fed's role in processing and distributing currency and coin”, and
- The American Currency Exhibit, where students will be able to “see rare examples of historical U.S. currency”.

Source: Federal Reserve Bank of San Francisco (website)

The field trip to the U.S. central bank addresses two of the Student Learning Outcomes (SLOs) for BUSC 1A: Principles of Macroeconomics:

1. Monetary policy and the tools available to the Federal Reserve System (FED) to use a certain type of monetary policy. You will know the difference between an expansionary monetary policy and a contractionary monetary policy.
2. The use of monetary policy and make comments on the monetary policy being used by the FED.

As the actions of the Federal Reserve affect us in our everyday lives, with actions such as changes in interest rates and money supply, this is an excellent opportunity for students to apply the knowledge from the classroom to the real world.

**Booking #8L8C6H8Q9O CONFIRMED**

Federal Reserve Bank of San Francisco &lt;noreply@rezgo.com&gt;

Fri 8/2/2019 12:16 AM

To: Ahmed, Esha &lt;[REDACTED]&gt;

**EXTERNAL SENDER** - Exercise caution with requests, links, and attachments.

## Federal Reserve Bank of San Francisco

This booking is now CONFIRMED

Dear Esha,

Your request to visit the Fed on **Oct 24 2019 at 1:00 PM** has been approved and confirmed. We are looking forward to having you join us!

Important information about your tour is below.

**Pre-Tour Instructions:**

- Submit a group attendee list no later than two weeks prior to your visit. We'll send a reminder/request email for this as we near your visit date. The attendee list template is [on our website](#) (scroll to the bottom of the page).
- Changes to your tour can be made up to 72 hours prior to your visit. We may not be able to accommodate requests that increase the size of your group.
- Groups must have at least 15 people and no more than 30. This total must include **everyone** who will be entering the building and going on the tour - students, teachers, chaperones, etc.
- High school groups require one adult chaperone for every 14 students.
- To expedite the check-in process, please have your group lined up in alphabetical order upon entering the Bank's main entrance.

**Other Important Information:**

- Each adult visitor must **provide government-issued photo identification** (e.g. passport, driver's license, or state-issued identification card) that matches their name as it appears on the submitted attendee list. Youth under 18 years of age can present student ID cards or be verified by their accompanying adult.
- **Visitors will not be admitted on the tour unless their names appear on the submitted attendee list.** If you need to request a change to your list, you can do so up to 72 hours prior to your visit.
- Cameras, cell phones, and any type of recording devices are not allowed in our facilities. Such items will be held in a secure location during the tour. Items such as hats, large jackets, or objects that could be used as weapons will also be held in our secure location during the tour. **The tour guide and FRBSF Police will end a tour immediately if a cell phone or recording device is discovered on a tour.**
- Please plan for traffic and public transportation delays. If you are running late, notify Jordan Villa ([jordan.villa@sf.frb.org](mailto:jordan.villa@sf.frb.org) or 415-974-3337) as soon as possible. If a group is 15 minutes late and has not communicated their delay, the tour will be canceled.
- Visitors who arrive after a tour has started will **not** be able to join.

Questions? Need help? Email us: [econed@sf.frb.org](mailto:econed@sf.frb.org).

Sincerely,

The Education & Outreach Team  
Federal Reserve Bank of San Francisco



FIND A STORE MENU ORDERS FAVORITES

# YOUR CART

ADD MORE ITEMS

GO TO PAYMENT

YOUR ORDER SUMMARY

## Order Details

Date \*  Time \*  :

### PICKUP LOCATION

1219 N Grand Avenue  
Walnut, CA 91789-1343, US  
(909) 595-9375

[Change Store](#)

## Special Requests

(If applicable, include your company PO here)

### ENTER PROMO CODE

APPLY

## Items

Qty: 7 **SUBWAY to GO™ Footlong Meal** **\$62.93**



Veggie Delite®, Variety of Breads, White American, Lettuce, Tomatoes, Mayonnaise On the side, Mustard On the side, Variety of Cookies, Variety of Chips.

[Edit](#) | [Remove](#)

Qty: 15 **SUBWAY to GO™ Footlong Meal** **\$134.85**



Turkey Breast, Variety of Breads, White American, Lettuce, Tomatoes, Mayonnaise On the side, Mustard On the side, Variety of Cookies, Variety of Chips.

[Edit](#) | [Remove](#)

Qty: 8 **SUBWAY to GO™ Footlong Meal** **\$71.92**



Roast Beef, Variety of Breads, White American, Lettuce, Tomatoes, Mayonnaise On the side, Mustard On the side, Variety of Cookies, Variety of Chips.

[Edit](#) | [Remove](#)

Item Total: **\$269.70**  
Subtotal: **\$269.70**

**Order Total: \$269.70**

GO TO PAYMENT

### SUBTOTAL

Items **\$269.70**  
Order Total **\$269.70**

**WARNING:** Certain foods and beverages sold or served here can expose you to chemicals including acrylamide in many fried or baked foods, and mercury in fish, which are known to the State of California to cause cancer and birth defects or other reproductive harm.

For more information go to [www.P65Warnings.ca.gov/restaurant](http://www.P65Warnings.ca.gov/restaurant)

[Target](#) / [Grocery](#) / [Beverages](#) / [Water](#)

# Dasani Purified Water - 24pk/16.9 fl oz Bottles

[Shop all DASANI](#)

tap to zoom

tap to zoom



**\$4.99**



**Quantity**

1

**Pick up today at Diamond Bar**

[Edit store](#)

Ready within 2 hours with Order Pickup  
Aisle G40

Same Day Delivery to [91789](#)

Get it as soon as 7pm today with Shipt  
Free with membership or \$9.99/order  
[Learn more](#)

Pick it up

Deliver it

Registry/List

[Target](#) / [Grocery](#) / [Beverages](#) / [Soda & Pop](#)

# Coca-Cola - 12pk/12 fl oz Cans

[Shop all Coca-Cola](#)



tap to zoom

tap to zoom



**\$4.99**

★★★★★ 2 | [1 Question](#)

**Quantity**  
1

**Pick up today at Diamond Bar**

[Edit store](#)

Ready within 2 hours with Order Pickup  
Aisle G37

Same Day Delivery to [91789](#)

Get it as soon as 7pm today with Shipt  
Free with membership or \$9.99/order  
[Learn more](#)

Pick it up


Deliver it

Registry/List

[Target](#) / [Grocery](#) / [Chips, Snacks & Cookies](#) / [Granola Bars](#)

# Quaker Chewy Chocolate Chip Granola Bars - 18ct

[Shop all Quaker](#)

 Save

tap to zoom

tap to zoom





**\$3.99**



Quantity  
4



Get it delivered as soon as tomorrow with  **restock** 

[Go to Target Restock](#)

**Pick up today at Diamond Bar**

[Edit store](#)

Ready within 2 hours with Order Pickup  
Aisle G32

Pick it up

Same Day Delivery to [91789](#)

Deliver it

Get it as soon as 7pm today with Shipt  
Free with membership or \$9.99/order