



# 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 #:	5
Date Received:	9/10/19

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 checked="" type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)	\$ 350
<input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)	\$ 350

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:** \$ 700

## II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No  
If so, please indicate the Source: Chemistry Department Amount: \$ 1500.00

## III. Event Information

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

Name of Event: Family Science Festival

25 Live Reservation Reference Code: 2019-AAFRDX

Event Location: Bldg 60, Lower and Upper Patio

Event Date: Saturday Nov. 2, 2019

Event Start to End Time: 10 am - 1 pm (set up 8am; clean up until 2pm)

**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

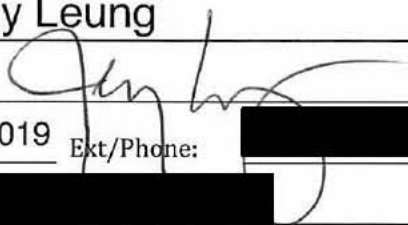
*Please attach supplemental sheets to describe how your event fulfills one or more of A.S. Priority areas and a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.*

**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**

Print: Jenny Leung  
 Sign:   
 Date: 9/16/2019 Ext/Phone: [REDACTED]  
 Email: [REDACTED]

**B. Designee Processing Banner Requisition(s)  
 [if different from person A.]**

Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

For Office Use Only			
Co-Sponsor (Motion):	<del>Sophia Lopez</del> Hugo Fuchien	Date:	<del>9/24</del> 9/24
Co-Sponsor (Second):	<del>Fazl Mojtahedi</del> Shadab Arreda	Date:	9/24
<b>A.S. Senate</b>			
For:	Against: UNANIMOUS	Abstain:	Date: 9/24/19
<b>A.S. Executive Board</b>			
For:	Against: UNANIMOUS	Abstain:	Date: 9/24/19
<b>A.S. President</b>			
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u></u>	Date: 10/3/19
Notification of Appropriation	Date: 10/1/19	Requisition #:	PO #:

*emsent  
10/1/19*

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## Part IV. Additional Information Required (continued)

The Family Science Festival is a community outreach event celebrating the role of chemistry in everyday life. Teams of Mt. SAC chemistry students will be trained on a specific hands-on chemistry demonstration or activity which they will then set up and run during the event. Students will deepen their knowledge and understanding of chemistry through these activities and will also learn and strengthen their skills such as collaboration with peers, communication skills, and time commitment. Students will also benefit from working with their professors outside of class and gain a new appreciation for chemistry and the sciences as they interact with the public, especially children, during the activities.

### Food Supplies

donuts	\$	48.00
water	\$	40.00
pizza	\$	200.00
chips	\$	56.00
Total	\$	344.00 + tax

### Event Supplies

plastic table cloth	\$	48.00
paper plates	\$	20.00
Ziplock bags	\$	65.00
cups	\$	20.00
spoons	\$	10.00
Moles	\$	100.00
balloons	\$	15.00
periodic tables	\$	60.00
Total	\$	338.00 + tax