



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 #:	13
Date Received:	11/8/19

sent email 12/10

agreed 12/6

Amount Requested per item

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

- 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.) \$ _____
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$ 1783.39

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: \$ ~~1783.39~~

\$1250

II. Additional Sources of Funding

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

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

III. Event Information

Recognized Student Club/ Organization (RSCO) Mountie MakerSpace
or Department: _____

Name of Event: Supplies for Student Projects

25 Live Reservation Reference Code: n/a

Event Location: Mountie MakerSpace (F7)

Event Date: Aug 26 - Dec 14, 2019

Event Start to End Time: n/a

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.

A. Club Advisor / Employee Submitting Request Form

Print: Mala Arthur
 Sign: 
 Date: 9/10/19 Ext/Phone: 
 Email: 

B. Designee Processing Banner Requisition(s)

If different from person A.

Print: Martin Mason
 Sign: 
 Date: 9/10/19 Ext/Phone: 
 Email: 

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Co-Sponsor (Motion):		Date:	
Co-Sponsor (Second):		Date:	
A.S. Senate			
For:	Against:	Abstain:	Date:
A.S. Executive Board			
For:	Against:	Abstain:	Date:
A.S. President			
<input type="radio"/> Approve	<input type="radio"/> Veto	Signature:	Date:
Notification of Appropriation	Date:	Requisition #:	PO #:



The Mountie MakerSpace request for funding, Fall 2019, includes materials for making clothing, bags or banners with logos or images; materials for making custom stickers; materials for making custom buttons and materials for soldering. All of these activities are done by students who are using the created items to reach out to others. The purpose of reaching out can be civic engagement at the local, County, State and Federal level (such as buttons or stickers supporting particular candidates in an election). It can be advocacy for particular groups, events, legislation or persons.

The expression of interest in particular causes, events, persons is an important part of becoming an adult, of finding ones own identity and feeling confident and supported in that expression. We at Mountie MakerSpace are proud to support our members in these areas.

So far in Fall 2019, the following clubs have created items in the MakerSpace: EAGLE Club, Engineering Club, Astronomy Club, Circle K Club, Transfer Club, Psychology Club, Native American Club, FilaMilya Club, PTK Club, Math/Engineering Club

So far in Fall 2019, the following groups have created items in the MakerSpace: Counseling to advertise and inform about Transfer deadlines, AMLA Dept members (faculty and staff) to support language learning for students, ESL faculty to support English language learners, student workers for the International Student department to create buttons to support International Day and the International Fair, students participating in the special Electronics Control Panel prototype project, members of the Robotics Team, members of the Rocket Team and members of the 360 Video Project.

We appreciate the support of Associated Students very very much!! You have made a huge difference in our ability to support our student members in many ways.