



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 #: | 28 |
| Date Received: | 5/20 |
| Agenda Date: | 5/28 |

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.) | \$ 810 |
| <input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ 127.30 |

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: \$ 937.30

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) or Department: Phi Theta Kappa

Name of Event: Spring 2024 Induction Ceremony

25 Live Reservation Reference Code: 2023-AAMKNL

Event Location: Building 13 - Room 1700 Design Technology Center Lecture Hall

Event Date: May 31st, 2024

Event Start to End Time: 6:00pm - 7:30pm

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


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

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

Print: Trejo, Alayna N
 Sign: *Alayna Trejo*
 Date: 05/18/2024 Ext/Phone: 909-344-0360
 Email: ptkaoa@gmail.com

| For Office Use Only | | | | |
|---|-------------------------------|------------|--|----------------------|
| Co-Sponsor (Motion): | <u>Manal Khan</u> | | Date: | <u>5/28/24</u> |
| Co-Sponsor (Second): | <u>Hayden Choi</u> | | Date: | <u>5/28/24</u> |
| A.S. Senate | | | | |
| For: | <u>unanimous</u> | | Abstain: | Date: <u>5/28/24</u> |
| A.S. Executive Board | | | | |
| For: | <u>Against</u> | Abstain: | Date: <u>5/28/24</u> | |
| A.S. President | | | | |
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Veto | Signature: | <u><i>[Signature]</i></u> Date: <u>6/03/24</u> | |
| Notification of Appropriation | | Date: | Requisition #: | PO #: |
| C & T Form: | Date: | T#: | | |
| Check Requests: | \$ | Purpose: | \$ | Purpose: |
| | \$ | Purpose: | \$ | Purpose: |

Induction

| Title | Comments | Price | Quantity | Has |
|---|----------|---------|----------|-----|
|  Morex Ribbon 08806/00-029 Double Face Satin Ribbon 1/4" X 100 YD White Ribbon for Gift Wrapping, Birthday Gift Cards, Satin Dress for Women, Silk Ribbons for Crafts, Wedding Gifts for Couple by Morex Ribbon (Office Product) | | \$13.99 | 1 | 0 |
|  6 Pack Fairy Lights Battery Operated String Lights 7ft 20 Led Mason Jar Lights Waterproof Silver Wire Light Fireflies DIY Party Wedding Christmas Valentines Day Decoration(6 Pack,Warm White) by Siuholi | | \$7.99 | 1 | 0 |
|  134Pcs White Balloons Different Sizes 5 10 12 18 Inch White Balloon Garland Arch Kit, White Latex Balloons for Birthday Wedding Baby Shower Party Decorations. by KUULBELA | | \$4.99 | 1 | 0 |
|  Metallic Gold Balloons,100 pcs 12 Inch Metallic Gold Balloons,Metallic Gold Balloons for Party Decoration,Birthday Decoration,Wedding,Baby Shower,Holiday Decoration (Metallic Gold Balloons) by Lunoku | | \$6.99 | 1 | 0 |
|  Blue Balloon Metallic Blue Balloons, 60Pcs 12Inch Chrome Blue Balloons Macaron Baby Blue Balloons Pearl Blue Balloons Navy Blue Latex Balloons for Birthday Wedding Baby Shower Party Decoration by AIOZX | | \$8.29 | 1 | 0 |
|  Socomi Cheesecloth Table Runner 10ft Gauze Boho Rustic Beige Cheese Cloth Table Runner for Baby Shower Decoration Wedding Easter Summer Decoration by Socomi (Kitchen) | | \$9.99 | 1 | 0 |

Re: Request For Appropriations (PTK Induction)

PTK AOA <ptkaoa@gmail.com>

Mon 5/20/2024 3:35 PM

To:Hennings, Leslie <lhennings@mtsac.edu>

📎 1 attachments (79 KB)

Induction - Amazon.com.pdf;

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

Hello Leslie,

Here is the information you requested. Thank you for your help, it is greatly appreciated!

Cost Breakdown:

Costco Food + Drink Items: Link

- Mini water bottles (24 count) x 12 : \$60
- Packaged and cut chocolate cake (28 pieces/each) x 4 : \$360
- Packaged and cut cheesecake (2 cakes, 24 slices/each) x 3 : \$300
- Packaged meat and cheese tray x 2 : \$36
- Packaged fruit tray x 3 : \$54

Costco Serving Items Link

- Plates (300 count) : \$19
- Forks (500 count): \$15
- Napkins (1120 count): \$14
- Tongs (6 count): \$5.30

Amazon Decorations (attachment included)

- Table Runner: \$10
- Blue Balloons (120 count): \$16
- Gold Balloons (100 count): \$7
- White Balloons (134 count): \$5
- White Ribbon (2): \$28
- Fairy Lights (6 pack): \$8

Reason for Induction:

We are committed to ensuring that AS funding continues to focus on the development of Mount San Antonio College's campus and student body. Phi Theta Kappa has been dedicated to serving our community and encouraging students to be active members in their college, city, and state through research, service, and participation within our chapter. Our students have not only built their professional network through our chapter but have helped our club grow into a 5-star chapter recognized by the Nevada/California region. Our induction ceremony will be held to acknowledge students for their accomplishments and the commitments they've made to becoming leaders of the future.

From supporting our projects in addressing our homeless and food insecure students to establishing the STEM Center at Mt. SAC, our members within PTK continue to change the future of our college. We believe that by funding our ceremony, AS is supporting us in our mission to further empower students and equip them with the tools for success.

On Mon, May 20, 2024 at 10:22 AM Hennings, Leslie <lhennings@mtsac.edu> wrote:

Thank you!

Please provide a budget breakdown of what it is you want to use the funds for and then a rational explaining the event and how it addresses the "Purpose of Event" section? Please send this back asap, as next week is our last meeting.

Thanks!

Associated Students



Leslie J. Hennings

Administrative Specialist III | Associated Students/Student Life
Student Services

✉ lhennings@mtsac.edu

☎ (909)274-5958

📠 (909)274-2077

📍 Building: 410, Room 2090B

Mt. San Antonio College

1100 N. Grand Ave.,

Walnut CA 91789

www.mtsac.edu/as

From: PTK AOA <ptkboa@gmail.com>

Sent: Saturday, May 18, 2024 3:04 PM

To: Hennings, Leslie <lhennings@mtsac.edu>

Subject: Request For Appropriations (PTK Induction)

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

Good afternoon,

The Phi Theta Kappa team would like to submit a request for appropriations for our upcoming induction ceremony on May 31st, 2024. We are unsure if this funding is able to be processed due to the 6 week standard but would appreciate it if AS can consider the request regardless. We wanted to include as many students in our event as possible and decided to extend our RSVP date multiple

times. In total, we will have nearly 100 students inducted into our society and over 260 people attending the event. We believe in honoring our students for their academic excellence and service, both of which have developed our club into a five-star chapter. Thus, we saw it necessary to make this event as accessible as possible.

In order to mitigate the costs of the event, we would need the help of AS funding. Our club, although growing, is still quite small. Any help would be greatly appreciated.

We hope the team can consider our request.

Many thanks,

--Alayna Trejo, Phi Theta Kappa President (2023-2024)

Phi Theta Kappa International Honor Society

Mt. San Antonio College

Alpha Omega Alpha Chapter

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