



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 #:	9
Date Received:	
Agenda Date:	10/17/23

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

Amount Requested per item

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ 0.00
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$581.52
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$715.00
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) \$29.00

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: \$ 1325.52

II. Additional Sources of Funding

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

If so, please indicate the Source: Student Deposit Amount: \$ 225.00

Students will be making a payment of \$15 per person to attend the trip (\$225.00 total). This has been subtracted from the conference cost (original cost was \$806.52).

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Mt. SAC Astronomical Society (Astronomy Club)

Name of Event: Nightfall Conference 2023

25 Live Reservation Reference Code: 2023-AALZTK

Event Location: Off campus (Borrego Springs, CA), Palm Canyon Hotel and RV Resort

Event Date: 11/9/23 - 11/12/23

Event Start to End Time: 11:00 AM departure on 11/9, 4:00 PM return on 11/12

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.

Please see the attached documents for Purpose of Event statement, cost breakdown for meals, and conference reservations quote.

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: Jessica Draper
 Sign: Jessica Draper
 Date: 10/4/23 Ext/Phone: x4439
 Email: jdraper2@mtsac.edu

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

Print: Same as Person A
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only

Co-Sponsor (Motion):	<u>Kelly Lin</u>	Date:	<u>10/17/23</u>
Co-Sponsor (Second):	<u>Ricardo Diaz</u>	Date:	<u>10/17/23</u>
A.S. Senate			
For:	<u>UNANIMOUS</u>	Abstain:	Date: <u>10/17/23</u>
A.S. Executive Board			
For:	<u>UNANIMOUS</u>	Abstain:	Date: <u>10/17/23</u>
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>[Signature]</u>	Date: <u>12/09/23</u>
Notification of Appropriation	Date:	Requisition #:	PO #:
C & T Form:	Date:	T#:	
Check Requests:	\$	Purpose:	\$ Purpose:
	\$	Purpose:	\$ Purpose:

Purpose and Nature of the Club Event

The Nightfall Astronomy Conference takes place in Borrego Springs, CA. This area of Southern California is known for its dark skies, which are essential for astronomical imaging. The city night sky is filled with light pollution, which makes it difficult for viewing astronomical objects, especially for imaging. Borrego Springs was the second location to be designated an International Dark Sky Community by the International Dark-Sky Association. The hotel/RV park where the Nightfall is held actually replaces all of their outside lights with red lights during this event to make it more dark-environment friendly.

This conference attracts both amateur and professional astronomers. During the daytime, this conference includes presentations for how to use equipment, best astronomical targets for viewing, and how to process images. During the nighttime, astronomers set up their own equipment, and many of them allow other visitors to look through the telescopes.

We would like the opportunity to attend the Nightfall conference for the students in the Mt. SAC Astronomical Society (the Astronomy Club). Many of the astronomers that attend this event are quite knowledgeable about the objects they're viewing, and are eager to share with others. Not only does this event give the students access to large telescopes in an incredible dark sky area, but we will also be bringing some of our campus-owned telescopes for the students to work with. The students will learn how to set up a telescope, navigate the night sky, and record images. In addition, one of the coordinators of the conference reached out to me to specifically ask if students from Mt. SAC would be attending this year because a lot of guests told him they were happy to have us there. Because of the expert astronomers and the sky conditions, this opportunity allows the students to truly experience astronomy in a way that's not possible from the city.

The Nightfall site (Palm Canyon RV Resort) has a several RV spots that are ideal for tent camping for the weekend of the conference. The Astronomical Society is asking for funding assistance from Associated Students for this trip to help cover the cost of the site and meals. We will be requesting the use of campus vans so that there is no additional transportation cost or financial hardship to the student drivers. We are very grateful for the possibility of campus support for this event.

Meals are estimated for 17 people (15 students plus 2 advisor).

<u>Dinner 11/9</u>	
burger patties	\$ 80.00
hot dogs	\$ 25.00
burger buns	\$ 20.00
hot dog buns	\$ 20.00
condiments	\$ 12.00
potato salad	\$ 10.00
pasta salad	\$ 10.00
total	\$ 177.00

<u>Breakfast 11/10</u>	
oatmeal	\$ 7.00
cereal	\$ 10.00
pop-tarts	\$ 20.00
muffins	\$ 25.00
eggs	\$ 15.00
milk	\$ 4.00
milk alternative	\$ 6.00
juice	\$ 15.00
total	\$ 102.00

<u>Lunch 11/10</u>	
tortillas	\$ 15.00
ground beef	\$ 25.00
onions	\$ 2.00
cilantro	\$ 1.00
cheese	\$ 10.00
tomatoes	\$ 2.00
guacamole	\$ 10.00
salsa	\$ 7.00
total	\$ 72.00

<u>Dinner 11/10</u>	
pasta	\$ 5.00
meatballs	\$ 20.00
garlic bread	\$ 15.00
sauce	\$ 5.00
total	\$ 45.00

Breakfast 11/11
same as 11/10

<u>Lunch 11/11</u>	
bread	\$ 35.00
meats/cheese	\$ 60.00
tuna	\$ 5.00
peanut butter	\$ 7.00
jelly	\$ 9.00
total	\$ 116.00

Dinner 11/11
potluck at site \$ 40.00

Breakfast 11/12
same as 11/10

Lunch 11/12
same as 11/10

<u>Misc</u>	
cutlery	\$ 10.00
paper towels	\$ 5.00
cups	\$ 6.00
paper plates	\$ 8.00
ice	\$ 35.00
water bottles	\$ 25.00
water jugs	\$ 15.00
snacks	\$ 60.00
hot chocolate	\$ 6.00
instant coffee	\$ 6.00
coffee additives	\$ 8.00
condiments	\$ 8.00
total	\$ 192.00

Total for the weekend: \$ 744.00
Price per person: \$ 43.76

AS food cost requested: \$ 715.00
AS supplies cost requested: \$ 29.00



Palm Canyon Hotel & RV Resort

221 Palm Canyon Drive
Borrego Springs CA 92004

Phone:760-767-5341
palmcanyon@highwaywest.com
<https://www.palmcanyonrvresort.com/>

Receipt (USD)

Receipt No: 1266348

Billed To

Nightfall23

Jessica Draper

22848 Hilton Head Drive #184
Diamond Bar CA 91765
United States of America

Date: 27 Jul 2023 05:00 PM
Site Type: PCH Back In 30 AMP
Adults: 2
Arrive Date: 09 Nov 2023
Depart Date: 12 Nov 2023
Account No: 1946945
Reservation No: 970464
Cashier: beconomus

Date	Tax Inv	Details	Charge	Payment	Amount (Inc. Tax)
27 Jul 2023		CC - Card Not Present # 1266348, Discover #3049, Ref #19577154703		\$63.72	-\$63.72
			Account Balance		\$205.12

Signature x _____

I agree to pay total amount according to Card Issuer Agreement (Merchant Agreement if Credit Voucher)