



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 #:	23
Date Received:	4/2
Agenda Date:	4/16/24

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

- | | Amount Requested per item |
|---|---------------------------|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers) | \$ 0.00 |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$0.00 |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$683.00 |
| <input type="checkbox"/> 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: \$ 712.00

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: \$ 150.00

Students will be making a payment of \$15 per person to attend the trip (\$225.00 total). This has been subtracted from the site cost (cost to use the site is \$225.00) for a net total of \$0.00.

III. Event Information

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

Name of Event: Astro Society Spring 24 Dark Sky Excursion

25 Live Reservation Reference Code: 2024-AAM SWT
No code yet because we do not have the med forms

Event Location: Off campus (Homestead Valley, CA) Goat Mountain Astronomical Research Station

Event Date: 5/3/24 - 5/5/24

Event Start to End Time: 11:00 AM departure on 5/3, 4:00 PM return on 5/5

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, and cost breakdown for meals.

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.

<p>A. Club Advisor / Employee Submitting Request Form</p> <p>Print: <u>Jessica Draper</u></p> <p>Sign: <u>Jessica Draper</u></p> <p>Date: <u>3/29/24</u> Ext/Phone: <u>x4439</u></p> <p>Email: <u>jdraper2@mtsac.edu</u></p>	<p>B. Designee Processing Banner Requisition(s) <i>If different from person A.</i></p> <p>Print: <u>Same as Person A</u></p> <p>Sign: _____</p> <p>Date: _____ Ext/Phone: _____</p> <p>Email: _____</p>
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For Office Use Only					
Co-Sponsor (Motion):		Manakhan		Date: 4/16/24	
Co-Sponsor (Second):		Logan Wells		Date: 4/16/24	
A.S. Senate					
For:		Against: Unanimous		Abstain:	
				Date: 4/16/24	
A.S. Executive Board					
For:		Against: Unanimous		Abstain:	
				Date: 4/16/24	
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>		Date: 4/22/24	
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 Goat Mountain Astronomical Research Station (GMARS) is located just north of Joshua Tree National Park. Situated in the desert, 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. Out at GMARS, it gets dark enough to see the Milky Way.

Each month, members of the Riverside Astronomical Society and the public are invited to GMARS for a telescope viewing weekend. During the daytime, GMARS will host a workshop on astrophotography. 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 GMARS "star party" 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 a 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. 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.

GMARS has a small indoor space to warm up and/or roll out a sleeping bag during the night. It also had level ground to set up tents. The Astronomical Society is asking for funding assistance from Associated Students for this trip to help cover the cost of the site and meals for the weekend. 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 advisors).

<u>Lunch 5/3</u>	
bread	\$ 40.00
meats/cheese	\$ 120.00
tuna	\$ 7.00
peanut butter	\$ 8.00
jelly	\$ 10.00
total	\$ 185.00

<u>Dinner 5/3</u>	
pasta	\$ 5.00
meatballs	\$ 20.00
garlic bread	\$ 15.00
sauce	\$ 5.00
total	\$ 45.00

<u>Breakfast 5/4</u>	
oatmeal	\$ 9.00
cereal	\$ 15.00
pop-tarts	\$ 25.00
muffins	\$ 30.00
eggs	\$ 15.00
milk	\$ 5.00
milk alternative	\$ 8.00
juice	\$ 20.00
total	\$ 127.00

<u>Lunch 5/4</u>	
tortillas	\$ 15.00
ground beef	\$ 25.00
onions	\$ 2.00
cilantro	\$ 2.00
cheese	\$ 10.00
tomatoes	\$ 2.00
guacamole	\$ 10.00
salsa	\$ 7.00
total	\$ 73.00

<u>Dinner 5/4 (BBQ potluck)</u>	
non-meat altern:	\$ 25.00
desserts	\$ 25.00
potato salad	\$ 10.00
pasta salad	\$ 10.00
total	\$ 70.00

<u>Breakfast 5/5</u>
same as 5/4

<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	\$ 80.00
hot chocolate	\$ 6.00
instant coffee	\$ 6.00
coffee additives	\$ 8.00
condiments	\$ 8.00
total	\$ 212.00

Total for the weekend: \$ 712.00
Price per person: \$ 41.88

AS food cost requested: \$ 683.00
AS supplies cost requested: \$ 29.00