

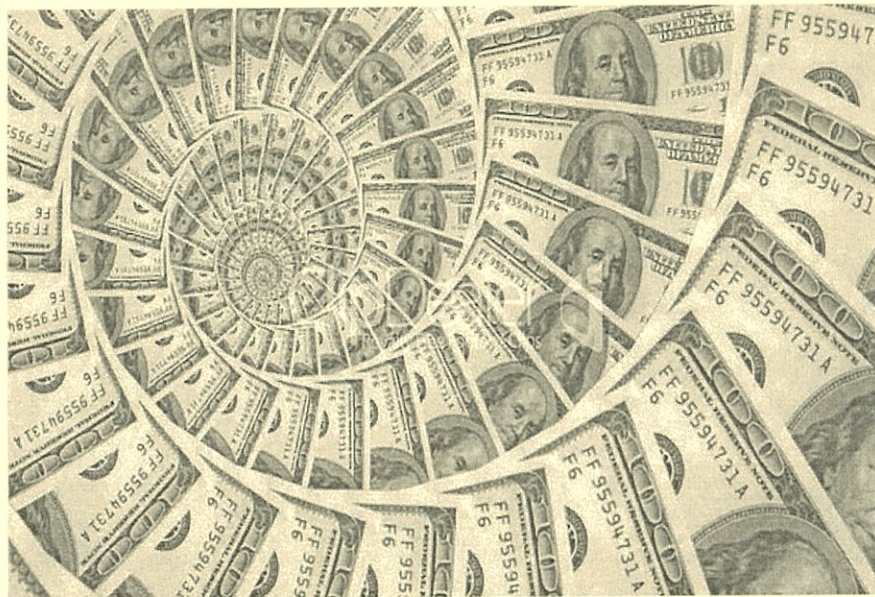
ASO
BUDGET BOOK
FISCAL YEAR 2019-2020

BRUCE ROSKY
ASSOCIATED VICE PRESIDENT

MAY 31, 2019

**LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
BUDGET BOOK**

FISCAL YEAR 2019-2020



**BRUCE ROSKY
ASSOCIATED VICE PRESIDENT
MAY 31, 2019**

1	ASO OPERATIONS
2	CONFERENCE & AWARDS
3	BANQUETS
4	CONTINGENCY
5	CULTURAL ARTISTICS & LITERACY SUPPORT
6	CLUB & COMMUNITY SUPPORT
7	CO-CURRICULAR SUPPORT
8	ITEMS NOT FUNDED

Reported and Submitted by



Bruce Rosky, Associated Vice-President

The budget of the Associated Students of Los Angeles Pierce College 2019-2020 school year, commencing July 1, 2019, was approved by the Finance Committee on May 8, 2019 in the amount of \$220,000 and it was tendered for ASO Senate approval on May 14, 2019.

For the Finance Committee:



Marek Jansin, ASO Treasurer

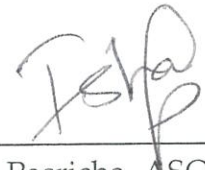
The budget was approved by the Senate on May 14, 2019 in the amount of \$220,000. All appropriated funds shall be used for the purposes stated in the Budget Book, unless otherwise specifically approved, in advance, by the Finance Committee and ASO Senate. The approved A.S.O. Budget was referred to the College President via the ASO Advisor and ASO President on May 21, 2019, for his concurrence.

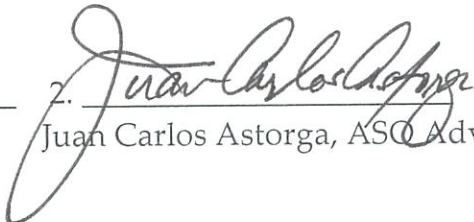
For the Senate:



Dominic Lefort, ASO Vice-President

Approval of the budget is recommended:

1. 
Isha Pasricha, ASO President Date 5/17/19

2. 
Juan Carlos Astorga, ASO Advisor Date 5/17/19

The budget is approved:


Lawrence G. Buckley, Acting President L.A. Pierce College &
Associated Student Organization Trustee

5.20.19
Date



**Los Angeles Pierce College
Associated Students Organization
Regular SENATE MEETING MINUTES
May 14, 2019
1:00 P.M. – 3:00 P.M
The Great Hall**

Welcome

The Order of Business

Call to Order at 1:06 pm

Roll Call

Senator Nicole Alfaro – Present
Senator Aleksandra Alimova – Present
Senator Yesenia (Sonny) Cabral – Present
Senator Sarkis Chnikjian – Absent
Senator Joey Glasser – Absent
Senator Brandon Le – Present
Senator Stephanie Lopez – Present
Senator Fidel Martinez – Absent
Senator Roberto Moron – Absent
Senator Jenny Severin – Absent
Senator Joceline Valdez – Present
Senator Vivian Yee – Present
President Isha Pasrischa – late
Vice-President Dominic LeFort – Present
Treasurer Marek Jansin – Present
Club Council President Sarkis Karalian – Present
Advisor Dr. Lara Conrady - Absent
Dean Juan Carlos Astorga -Present

ASO Senator Oath of Office

All eligible ASO Senators were sworn in as Senators and are now authorized to vote as an ASO Senator. The following oath was read aloud by all ASO Senator applicants:

"I, [Student Name], do hereby affirm that I will support the Constitution and Bylaws of the Associated Students Organization of Los Angeles Pierce College, and that I will, to the best of my ability, promote, maintain, and

enhance the Associated Students Organization and campus community and environment of Los Angeles Pierce College.”

Public Requests to Address the Senate (3 minutes limit)

This segment of the meeting is reserved for persons desiring to address the LAPC’s ASO Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The LAPC’s ASO Senate may briefly respond to statements made or questions posed, however, for further information, please contact the LAPC’s ASO Vice President for the item of discussion to be placed on a future agenda. (Brown Act §54954.3)

1. Discussion Item:

a. James Cortes – Circle K

Senator Nicole tabled the action item and Senator Jocelyn seconded.

2. Action Items

a. S19-19 - \$220,000.00 budget funding

The total working budget is \$220,000.00. This budget is set aside for fall expenses and includes both the line item spending and contingency funds. ASO will have an 80-90k contingency next fall.

Motion passes with 10/10 votes

b. Approve Summer/Fall ASO Senators

Motion passes with 6/6 votes

Reports

Executive Officers

Vice-President Dominic Le Fort informed the Senate that he will be the commencement speaker for the upcoming Graduation Event on June 4th at the Rocky Young Park. Vice-President Dominic wished everybody good luck for finals. Club Council President Sarkis also wished the Senators good luck on their finals.

Advisors

Dean Juan Carlos Astorga informed the Senate that the choice of the commencement speaker was unanimous. Dominic was selected as the commencement speaker for June 4th, 6:00 p.m. at Rocky Young Park. Dean Juan Carlos also reminded people about the Flor y Canto event that will take place on May 15th at 5:30 p.m. Dean informed the Senate that a new president was selected for Pierce College, so Dr. Buckley will transition out of his role in the next three months. The new president,

Alexis Montevirgin will begin working on July 1st, 2019. The remodeling of the ASO building will begin next week.

ASO Committees

Senator Nicole informed the Senate that Goat Yoga was very successful and will happen again on May 15th, from 12:30 p.m. to 1:30 p.m. Senator Mirhazoon informed the Senate that the event "No Weights No Worries", will be in the Rocky Young Park tomorrow from 1:00 pm to 3:00 pm. She also asked senators to volunteer.

Participatory Committees

Senator Vivian attended to the Professional Development Committee, and she asked senators to attend the New Leaf on-boarding orientation on May 29th from 10:00 am to noon.

Announcements

N/A

3. Old Business 5 min

This segment of the meeting is reserved for LAPC ASO Senators and Executive Board to discuss any matters of concern under the jurisdiction of the ASO Constitution and Bylaws

Adjournment

Adjourned at 1:32 pm.

This meeting is held in accordance with the Brown Act, Robert's Rules of Order, and the policies of Los Angeles Pierce College and the Los Angeles Community College District. Further, the meeting is chaired by the ASO vice-president and is conducted solely at their discretion.

ASSOCIATED STUDENTS
LOS ANGELES PIERCE COLLEGE
FINANCE COMMITTEE MEETING

MINUTES

May 8, 2019

The meeting was called to order by the chairperson at: 1:00 PM in the CAS Conference Room.

1. A legal quorum of two students and the Dean of Student Engagement or designate will be present as follows:
 - a. Marek Jansin, Treasurer
 - b. Brandon Le, ASO Representative (Isha Pasricha, ASO President)
 - c. Jeremy Mason, Coordinator of the Student Engagement Center (proxy)
 - d. Bruce Rosky, Associate Vice-President
2. OPEN FORUM-The public may speak only during open forum.
Public comments are limited to 2 (two) minutes/speaker

NONE

3. **FINANCE REQUEST S19-18:** A motion was made by Representative Brandon Le, seconded by Coordinator Jeremy Mason, and carried 3 yes, 0 no, 0 abst. to table the action item; approve/not approve ASO funds from account 7323 to account 3022 in the amount of \$100.00 for Brahma Leftists. The chair tabled the action item.

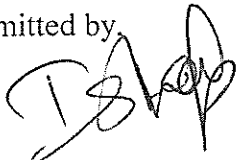
Vote: yes Marek; yes Brandon; yes Jeremy

4. **FINANCE REQUEST S19-19:** A motion was made by Representative Brandon Le, seconded by Coordinator Jeremy Mason, and carried 3 yes, 0 no, 0 abst. to approve ASO funds in the amount of \$220,000 for 2019-2020 Budget Planning.
Established budget of \$220,000.00

Vote: yes Marek; yes Brandon; yes Jeremy

5. The meeting adjourned at 1:57 pm

Submitted by,



Marek Jansin
Associated Students Organization Treasurer

ADMINISTRATIVE REGULATIONS

Informed financial management is a fundamental responsibility of the elected officers and legislators of the Associated Students of Los Angeles Pierce College. These student representatives are expected to exercise good judgement, selectivity, and reasonable prudence in the use of student funds. Otherwise, the educational experience of all students will be adversely affected through reduced opportunity to participate in social, athletic and other extracurricular activities.

The financial plan or annual budget is the primary tool used to define individual or organizational objectives, to allocate resources, and to control expenditures. The Los Angeles Community College District Administrative Regulations, Division IV, Chapter 13, Index No. E-29, paragraph F, states that the Finance Committee shall submit a budget to the Senate for approval. Therefore, the responsibility for budget formation resides in the Finance Committee. The members of this Committee are: the ASO Treasurer, the ASO President, an ASO Senator appointed by the ASO President, the Dean of Student Services or his designate, and a Faculty Representative appointed by the College President.

The difficult and unpopular task of bringing the numerous liberal requests for funding in to balance with limited resources falls upon the members of the Finance Committee. Consequently, they must be judicious in their selection of programs and funding levels to insure that maximum benefit accrues to the members of the Associated Student Organization. In fact, the future solvency and reputation of the Associated Student Organization rests upon the shoulders of the Finance Committee Members who are individually and collectively responsible for establishing and funding worthwhile programs or projects which assure their organization's future viability. They owe this to their constituents, those who preceded them over the year, those who follow after them, and to their personal integrity.

The Finance Committee members are not the only contributors to the budget. The student Senators are responsible for budget approval. Therefore in arriving at their individual and collective decisions, they must, in good conscience, understand fully the programs proposed for funding and the appropriateness of resources allotted. Anything less than a conscientious review of the budget by a Senator constitutes a betrayal of constituents' trust and indicates a cavalier attitude toward the duties imposed upon elected representatives.

If the student Senators and members of the Finance Committee exercise meticulous accountability on behalf of the Associated Student Organization members, they shall create a budget which is fiscally sound, innovatively diverse and politically unifying. Also, they shall have distinguished themselves in the process.

The basic budget responsibilities of the Associated Student organization are set forth in the Los Angeles Community College District, Administrative Regulations, Index Number E-29 (copy attached). Members of the Finance Committee and Senate should become familiar with these budget management guides and adhere to them in all fiscal undertakings.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-2
REFERENCE:	TOPIC: ASO Funds
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-24, E-25, E-26, E-27, E-28	DATES OF CHANGES:

1. GENERAL PRINCIPLES

- a. The Associated Student Organization Fund is established to promote the general welfare and morale of the students and shall be a common treasury and expended in such a way as to benefit the current and long-term interest of students.
- b. All public funds associated with the operation of the District, both appropriated and non-appropriated, are the direct responsibility and operate under the supervision of the Board of Trustees.
- c. Stewardship of the Fund rests with the elected representatives of the Associated Student Organization under the trusteeship of the President of the College.
- d. The College President shall be directly responsible for the conduct of the Associated Student Organization financial activities and shall be governed in this exercise by the Rules of the Board of Trustees and Administrative Regulations.
- e. All funds raised or expended in and for the common treasury and general welfare of the Associated Student Organization shall be maintained by the college's Chief Business Officer (or designee), in keeping with all District policies and procedures, in consultation with the ASO Advisor and ASO Treasurer/Financial Officer, under the direction of the College President/or designee.
- f. Management of the Associated Student Organization Fund shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the District fiscal policies.
- g. Representation by members of the Associated Student Organization shall be required in the raising and expending of the Associated Student Organization Fund.
- h. The College President shall have veto power over any action of the Associated Student governing body or the ASO Finance Committee. The College President shall provide a

written explanation for the veto to the ASO President. The College President's decision shall be final.

2. RESPONSIBILITIES OF THE COLLEGE CHIEF BUSINESS OFFICER (OR DESIGNEE)

- a. Act as custodian of the Associated Student Organization Fund, and shall be responsible, under the direction of the College President, for all cash collection of ASO student funds, and for maintaining records as prescribed by the Rules of the Board of Trustees.
- b. Furnish information to the ASO Finance Committee necessary for the preparation of the annual ASO Budget, and prepare related reports as otherwise required. This includes prior year information and estimated income.
- c. Provide the ASO Finance Committee monthly financial reports on revenue (actual and expected) and expenditures.
- d. Inform the ASO Finance Committee of the need, and extent of any required budget adjustments, based upon estimated revenues, which may require adjustments to conform to actual income. A specific timeline shall be provided.
- e. Ensure that all expenditures are in accordance with the approved budget and in compliance with appropriate rules and regulations.
- f. Provide access to books and records of Associated Student Organization activities to the Associated Student President, ASO Advisor and ASO Treasurer/ Financial Officer.
- g. Provide information to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer regarding the locations of bank accounts, reserves and the interest earned.
- h. Provide Associated Student President, ASO Advisor and ASO Treasurer/ Financial Officer with quarterly updated information on all accounts.
- e. Requests for this information from other students must be made as public records requests, following District procedures.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-3
REFERENCE:	TOPIC: ASO Fund Management
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-26, 27, E-28, E-29, E-30, E-31, E-33, E-46	DATES OF CHANGES:

1. RESPONSIBILITIES OF THE FINANCE COMMITTEE

a. Membership

- (1) A Finance Committee shall be established with membership limited to the following:
 - (a) The Treasurer/ Financial Officer of the Associated Student Organization, who shall act as the Chairperson and a voting member of the Finance Committee.
 - (b) President of the Associated Student Organization.
 - (c) One elected member of the governing body of the Associated Student Organization appointed by the President of the Associated Student Organization and approved by a majority of the governing body.
 - (d) The Chief Student Services Officer or ASO Advisor.
 - (e) One faculty member appointed by the President of the College.
 - (f) The Chief Business Officer (or designee), serving as ex-officio member with no vote.
- (2) The Chief Business Officer (or designee) is responsible for ensuring that all actions by the Associated Student Organization Finance Committee are in accordance with Board Rules and District Policies, and is required to report to the College President any potential violations.
- (3) Student members of the Finance Committee must be paid members of the Associated Student Organization.

b. Responsibilities

(1) The ASO Finance Committee shall:

- (a) Plan, approve and submit the initial annual ASO budget, prepared on a line item basis, to the Associated Student Organization governing body for approval.
- (b) Submit the initial approved annual ASO budget to Chief Student Services Officer who shall forward it to the College President for approval.
- (c) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.
- (d) Oversee fiscal accountability of ASO funds.
- (e) Monitor, evaluate and assist the ASO Treasurer/ Financial Officer in the execution of the ASO budget expenditures and record keeping.

2. PROCEDURES

- a. Action taken at any ASO Finance Committee meeting is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASO Advisor.
- b. A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.
- c. ASO expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreements) that are \$1,000 or less, while subject to the approval requirements contained in Administrative Regulation S-4, Section 1, do not require Finance Committee approval prior to those expenditures. All other expenditures from approved budget line items and General Operations Accounts, with the exception of specific expenditures previously approved by the Finance Committee and expenditures for travel from an approved budget line for travel, require Finance Committee approval prior to their expenditure. However, all requests pertaining to the alteration of the initial ASO budget must be referred to the Finance Committee before submission to the governing body of the Associated Student Organization for action. Recommendations of the Finance Committee on all requests received must be reported in writing to the governing body.
- d. Actions of the Finance Committee may be overridden or amended by a 2/3 of the ASO governing body, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Finance Committee for further consideration.

- e. The Finance Committee shall consider items overridden by the ASO governing body at its next regularly scheduled meeting. The action on those items must be reported in writing at the next regularly scheduled meeting of the governing body.
- f. Any item overridden once by the governing body, and not approved by the Finance Committee upon its review and reconsideration, may be approved by a vote equal to 2/3 of the full governing body of the ASO, at a subsequent meeting.
- g. Only the Finance Committee shall have the authority to determine the budgetary source or sources of budget line items.

The college president, or designee, as trustees, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If the College President disallows expenditures, the College President shall notify the ASO President in writing.

3. BUDGET

- a. The Associated Student Organization annual budget shall outline and control in detail the entire ASO student financial program for each fiscal year.
- b. Budget Development
 - (1) No later than the Monday of the first week in April, the Chief Business Officer (or designee) shall provide the ASO Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.
 - (2) No later than the third week in May, the ASO Finance Committee shall prepare, approve and submit the proposed budget for the upcoming fiscal year, prepared on a line item basis, to the Associated Student Organization governing body for approval.
 - (3) The Associated Student budget for the fiscal year, commencing July 1, shall be completed and approved by the ASO governing body and submitted to the College President through the Chief Student Services Officer no later than June 30.
- c. If the Associated Student Organization fails to enact a budget, the College President is authorized to adopt the immediately preceding fiscal year's budget to ensure continuity of operation.
- d. Until the annual budget is approved, the College President may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments. The Chief Business Officer or designee is not permitted to make any expenditure during that period without written approval of the College President. The Associated Student Organization President, Chief Student Services Officer and ASO Advisor shall be notified in writing within three working days of such action.

- e. Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.
- f. Adjustments to the annual fiscal operation plan must follow the same approval procedure as the original fiscal operation plan.
- g. The Chief Business Officer (or designee) will furnish a prior year balance accounting to the ASO governing body, to the Chief Student Services Officer, and the ASO Advisor by September 1.

4. RESERVES

- a. The Chief Business Officer (or designee) shall provide the ASO Finance Committee with quarterly reports on the status (including interest and expenditures) of all reserves.

- b. Project Reserves

- (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for a specific future project, which shall be classified as a Project Reserve.
- (2) All established Project Reserves must be reviewed annually by the Chief Business Officer or designee and recommend any adjustments to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.
- (3) Project Reserves may be established from current operating funds, gifts, or by segregation of available surplus. Interest earned by such funds may be credited to the project reserves earning it. Establishment of, addition to, or reduction of a Project Reserve must be approved by a 2/3 vote of the Associated Student Organization and the College President.
- (4) The College President has the authority to cancel Project Reserves as deemed necessary to assure that the Associated Student Organization Fund activities are conducted in a prudent and responsible manner.

- c. Working Capital Reserve

Working Capital Reserves must be established for scholarships or other identified needs.

- d. Contingency Reserves

- (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for contingencies.

- (2) Contingency Reserves shall be reviewed annually by the Chief Business Officer or designee and adjustments recommended to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

5. ASO FUND-NET WORTH

- a. Profit or loss on ASO financial operations shall be closed/posted to Associated Student Organization net worth and is available for subsequent budgeting, except when a deficit balance exists in net worth. Net worth consists of the difference between assets (what is owned) and liabilities (what is owed); the net worth of the Associated Student Organization is divided into two parts.

- (1) Reserves, which earmark a portion of the ASO equity for inventory investment, future specific projects, and unknown contingencies.

- (2) Surplus, which is the portion of the ASO equity available for use.

6. PROFITS FROM ASO ACTIVITIES

- a. Profits from Associated Student Organization activities are Associated Student Organization funds, and may not be credited to trust accounts, or later diverted to accounts of special groups, or the college general fund.
- b. Sharing of income and expenses from activities co-sponsored by the Associated Student Organization and the District must be agreed to in writing prior to initiation of the activity. This Agreement shall be ratified by the ASO Governing Body and signed by the ASO President and the College President.

7. LOANS

- a. The Associated Student Organization may co-sponsor or loan funds to clubs or other campus groups through written agreement with the Governing Body. Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Finance Committee and approval of the Governing Body and have the approval of the College President. Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

8. AUDIT

- a. Associated Student Organization Fund books, financial records and procedures are subject to annual audit. The ASO may also request an external audit, but the cost of that audit will be paid out of ASO funds.

- b. Reports of the audit are submitted to the ASO Advisor, ASO President, the Chief Student Services Officer, the Chief Business Officer, the President of the College, and the Chancellor.
- c. Audit information, except that containing confidential information, shall be released to the Associated Student Organization by the College President or designee.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-4
REFERENCE:	TOPIC: Expenditures of Associated Student Body Funds
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-48, E-49, E-52, E-53, E-54	DATES OF CHANGES:

1. EXPENDITURES

- a. The College President is designated by the Board of Trustees as trustees of the Associated Study Organization Fund. All funds expended are subject to procedure established by the Associated Student Organization, and are subject to the approval of each of the following three persons prior to any such expenditures:
 - (1) The College President or designee.
 - (2) The academic employee who is designated as the budget signator for the Associated Student Organization.
 - (3) The Associated Student Organization President or his/her designee.
 - (4) These three signatories will verify that established procedures have been followed.
- b. The College President, as trustee of the ASO funds, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If expenditures are disallowed, the College President shall notify the ASO President in writing.
- c. Requests for ASO approved expenditures specifically listed below must be submitted to the College President for approval.
 - Buildings or other structures to be installed on school premises, or fixtures to be installed into existing structures.
 - Equipment, which will be attached to the premises.
 - Contributions to any out-of-college organization.
 - Purchases made from employees of the Los Angeles Community College District.
- d. The College President shall designate two persons in addition to himself/herself and the Chief Business Officer (or designee), who may withdraw funds for expenditures

approved by the ASO Governing Body, from the bank account(s) maintained in the name of the Associated Student Organization.

- The signatures of two persons acting jointly shall be required for all withdrawals.
 - One of the two signatures shall be that of the College Chief Business Officer (or designee) or the president of the college.
- e. Evidence supporting all expenditures must be kept on file, in the college Business Office. Signed receipts, timesheets, invoices or other properly approved documents are acceptable. Cancelled checks do not meet this requirement.
- f. Associated Student Organization Fund shall not be obliged to pay for any expenditures made by a student or District employee, or by any other person prior to appropriate approvals as delineated in this regulation and Administrative Regulation S-3.
- g. Confirming purchase orders covering the prior year's ASO approved purchases shall not be issued by the Chief Business Officer (or designee) without the written approval of the College President.

2. INVESTMENTS

- a. Associated Student funds, including scholarship funds, may be invested only with the written approval of the College President.

3. CONTRACTS

The ASO governing body, College President or designee must approve all ASO contracts in advance. All contracts must be in writing. Contracts are not binding until signed by the College President, Vice President of Administrative Services, the ASO Advisor and the ASO President, and the (other) contracting party.

LOS ANGELES PIERCE COLLEGE
INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

Date: November 3, 1983

TO: Abe Farkas ✓
College Fiscal Administrator

FROM: *HR*
Herbert Ravetch, President

SUBJECT: RESTRICTION ON PURCHASES THROUGH
ASSOCIATED STUDENTS ORGANIZATION (ASO)

This is to provide a new policy augmenting district Administrative Regulation E-48 at Pierce College.

Effective immediately, the college fiscal administrator (CFA) is required to verify a minimum of two responsible bids when the unit cost of an item to be purchased with ASO funds exceeds \$500 or a total purchase exceeds \$2,000. The president and treasurer of the ASO, the CFA, or other appropriate college administrator may at their discretion ask for two bids on any purchase. The ASO Finance Committee may recommend waiving the above requirement on satisfactory demonstration of special circumstances. The president of the college must approve such a recommendation.

Any purchase from ASO funds that makes use of any campus utility or requires campus upkeep or maintenance must be cleared by the building and grounds administrator prior to issuance of a purchase order by the CFA.

HR:WL:cg

cc: William Norlund
William Lewis
Richard Moyer
Robert Meyers
David Agosto
Ann Marie Delman

*we verify that ASO or purchaser
obtained 2 bids. We don't get
bids ourselves. VII*

HR

**LOS ANGELES PIERCE COLLEGE
INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges**

March 27, 2019

TO: Members of Pierce College
Associated Student Body Community

FROM: Bruce Rosky
Associate Vice-President

**SUBJECT: SUBMISSION OF FISCAL YEAR 2019-2020
NON CLUB A.S.O. BUDGET REQUESTS**

Pierce College Association Student Organization (ASO) has begun the budgeting process for the 2019-2020 Fiscal Year. All College offices and organizations may submit a request to the ASO for funds to support special projects which benefit the Pierce College Student Body. ASO Funds are collected from students in order to offer extracurricular activities that students can benefit from.

The ASO Budget Request Form for fiscal year 2019-2020 commencing July 1, 2019 is attached for your use. Please prepare a separate request form for each program, project, event or item. We encourage you to complete this form electronically to take advantage of an embedded drop down menu and then print out for administrator/dean review (read below). These requests must be delivered to the Business Office **on or before April 17, 2019** to insure their inclusion in the ASO Finance Committee budget deliberations, so please plan ahead so you can obtain needed reviews.

SAME as for last year:

- All Budget Requests must align with the college mission and goals,
- On the Budget Request Form, you will need to identify what College Strategic Master Plan Goal that your request supports,
- All requests must be reviewed and signed off by your supervising college administrator/dean prior to submission,
- **FALL REQUESTS ONLY!!** Pending any changes to the Pierce College ASO Constitution, Funding requests for activities which occur prior to October 31, 2019, will be reviewed/awarded by the 2017/2018 ASO Finance Committee, before June 30, 2019. *Submit request for funds needed after October 31, 2019 to the ASO office after July 1, 2019,*
- **NO SPRING REQUESTS AT THIS TIME!!** Requests for events/programs which will occur after October 31, 2019 will be reviewed and acted upon by the 2019/2020 ASO Finance Committee. *Submit request for funds needed after October 31, 2019 to the ASO office after July 1, 2019,*
- College Clubs requests are not to be submitted at this time and can only be submitted after the club's charter is approved in the 2019/20 academic year.

PROVIDE DETAIL COST BREAKDOWN: In the preparation of the cost breakdown listed on the second page of the 2019-2020 Budget Request Form, please provide precise data for the following, where appropriate:

1. Labor: Describe the work to be performed by each individual and give: (1) the beginning and ending assignment dates, (2) the work schedule in days per weeks, and hours per day, (3) the agreed rate of pay (4) total funds required and (5) any other pertinent information. Each of these items should be listed separately. All work must be done pursuant to LACCD policies. Contracts, if required must be fully executed prior to work commencement.
2. Supplies: Itemize requirements and give: (1) unit of measure (each, gross, box, roll, inch, feet, yard, pound, quart, etc.); (2) quantity expressed in number of units (2 ea., 1 gross, 2 boxes, etc.); (3) unit price or unit cost (\$0.50 per gross, \$5.00 per box, etc.); (4) extension or total cost per item (5 doz. pencils, @ \$1.20 per doz. = \$6.00 plus sales or use tax); (5) sales or use tax, and (6) freight, cartage , postage or other delivery charges.
3. Equipment: List each item and give its price, plus sales or use tax, delivery cost, and installation cost. Also justify the need and indicate whether this is an initial or replacement acquisition. Please note that all equipment purchased using ASO funds is property of Pierce College ASO, regardless of the equipment use.
4. Travel: List each proposed trip involving overnight accommodations and give: (1) the name of each destination or stopover city; (2) hotel accommodations required, number of single and double rooms needed, number of stop-over nights, estimated costs; (3) the estimated number of participants; (4) estimate the cost of local ground transportation at destination of stop-over points (car rental, bus, taxi, private vehicle, etc. and justify need); (5) list public transportation to be used for each leg of the trip (air, bus, train, private vehicles), and estimate the cost thereof; (6) provide other pertinent information. Please consult ASO by-laws for restrictions on travel awards ([http://www.piercecollege.edu/offices/a s o/documents.asp](http://www.piercecollege.edu/offices/as_o/documents.asp)).
5. Mileage: For ASO business trips to destinations or serialize point-of-call within an area defined by a circle, centered on Los Angeles City Hall, with a 100 mile radius; the use of 53.5 cents per mile is authorized for the trips; estimate total anticipated mileage and cost.
6. Services: List requirement for bands, musicians, accompanists, lectures, shows, banquets, equipment rentals, facilities improvements, etc., and give: (1) the name of activity to be undertaken; (2) justification of need; (3) the date or time schedule for the activity, and (4) the cost of each proposed service. Be sure to provide sufficient time in the schedule of events for the Business Office preparation and negotiation of necessary contracts prior to the commencing of the service. Planning and scheduling of services requires meticulous attention to detailed scheduling and advance preparation. All work must be done in accordance with

ASO Budget Request Submission Memo
2018/2019 Fiscal Year

LACCD policies for procurement. Contracts and insurance verification, if required, must fully executed and submitted prior to the commencement of services.

Since the ASO budget is the comprehensive financial plan for utilization of all ASO revenue available for fiscal year 2019-2020, failure to submit budget requests or deferral of requests for later submission may not be able to be considered due to the non-availability of funds. Therefore, funding requests should be submitted, at this time, for all new and ongoing programs, which require funding.

If you have any questions or would like assistance in preparing the 2019-2020 budget request forms, please contact Jeremy Mason (masongk@piercecollege.edu), Abraham Papazian (papazia@piercecollege.edu), or myself (roskyba@piercecollege.edu). We look forward to receiving your budget request.

- cc: Lara Conrady, ASO Advisor
Eric Peters, VP Student Services
Isha Pashricha, ASO President
Larry Buckley, LAPC President
Jeremy Mason, Senior Secretary
- Juan Carlos Astorga – Dean Student Services
Rolf Schleicher – VP Admin. Services
Merek Jansin, ASO Treasurer
Members of ASO Finance Committee

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name _____

Requestor _____ Telephone _____

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ _____ Estimated cost/Student \$ _____

Admin./Dean. Review _____
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

Narrative Justification for funding – please be very detailed.

FUNDING REQUEST (Business Office Use)

New _____ Renewal _____
Prior Year Budget _____
Date Rec'd _____ Acct. No. _____

FINANCE COMMITTEE ACTION

Date: _____
Vote: _____ Yes _____ No _____ Abst.
Amount: _____

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ASO BUDGET 2019-2020

<u>ACCT. NO.</u>	<u>ACCOUNT TITLES</u>	<u>AMOUNT</u>
ASO OPERATIONS		
7001	ASO Supplies	5,000.00
7002	ASO President's Expenses	1,000.00
7004	ASO Officer and Senator Leadership Training	3,000.00
7005	ASO Advisor Professional dev. /Training	6,000.00
7006	ASO Publicity Committee	4,000.00
7007	ASO Rules/Lobby Committee	500.00
7008	ASO Elections Committee	1,500.00
7010	ASO Club Training	2,000.00
7014	Business Office Supplies/Equipment/Overhead	7,000.00
7016	ASO Clerk Salary	12,000.00
7018	ASO SFP Tech	20,000.00
7019	ASO Programming Board of Events	10,000.00
7020	ASO Commencement Fund	2,000.00
7021	ASO Officer and Senator – Attire and Meeting Organization Materials	5,050.00
7022	ASO Advisor Discretionary Expense	2,000.00
7023	Peer2Peer Program Support	<u>5,000.00</u>
	TOTAL ASO OPERATIONS:	86,050.00
AWARDS		
7104	Matt Phelps Memorial Club Leadership Award	850.00
7112	ASO/Bookstore Collaboration-National Student Day Appreciation/Celebration	1,000.00
7151	Eleany Busta Outstanding ASO Service Award	850.00
7152	ASO Outstanding Student Award	850.00
7153	ASO Outstanding Teacher Award	600.00
7155	Anne Gelvoria Memorial Scholarship	850.00
7156	Michelle Smith Memorial Scholarship	850.00
7157	ASO President's Award	<u>1,100.00</u>
	TOTAL AWARDS	6,950.00

BANQUETS

7204	Student Leadership Banquet	4,000.00
7205	AGS-Faculty & Staff Appreciation Banquet	<u>2,000.00</u>

TOTAL BANQUETS		6,000.00
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CONTINGENCY

7323	ASO Contingency Account	<u>91,470.00</u>
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TOTAL CONTINGENCY ACCT		91,470.00
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CULTURAL, ARTISTIC & LITERARY SUPPORT

7600	ASO Social/Cultural Committee	<u>3,500.00</u>
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TOTAL CULTURAL, ART, LITERARY SUPPORT:		3,500.00
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CLUB AND COMMUNITY SUPPORT

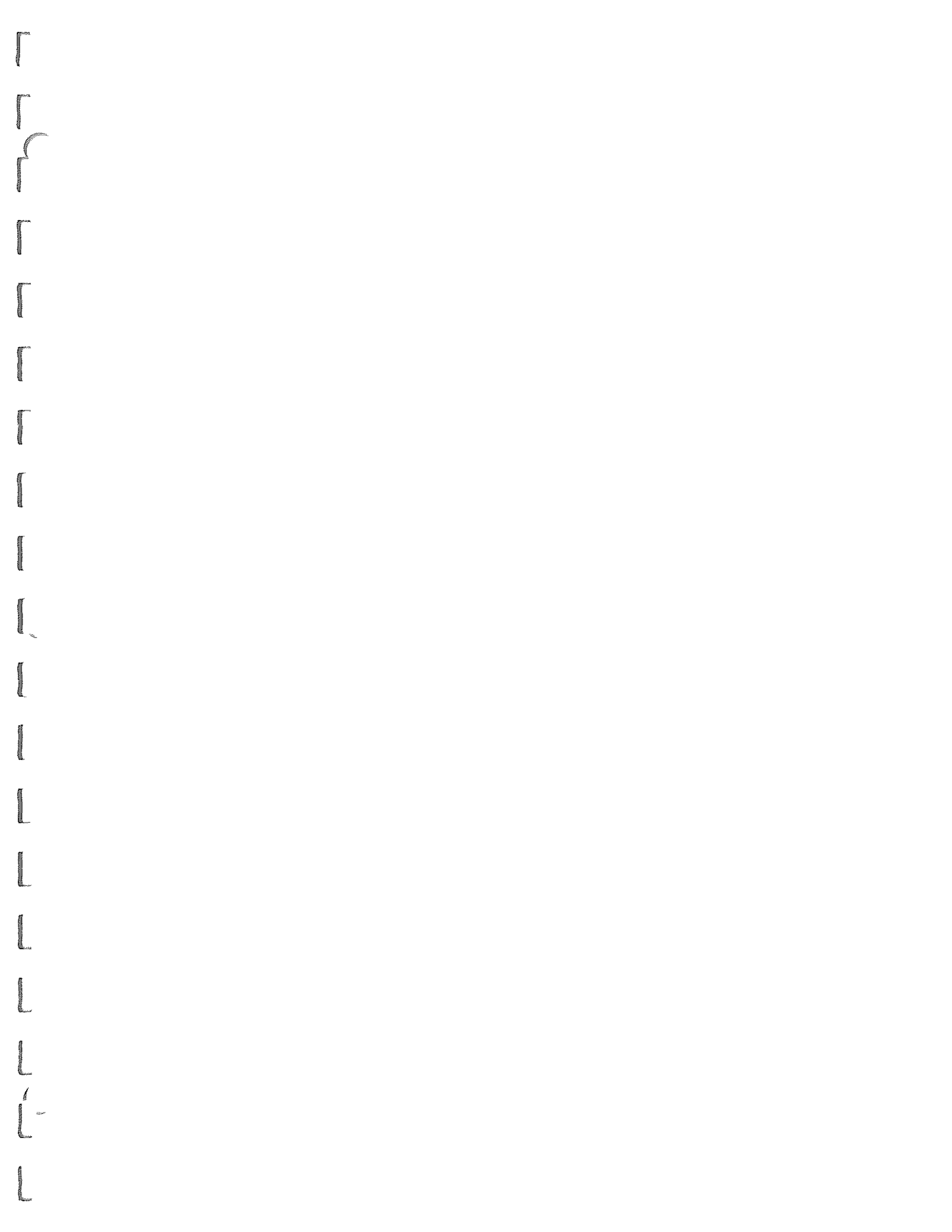
7800	ASO Club Council Programming Budget	15,000.00
7801	ASO Community welfare Committee	1,000.00
7805	ASO Tailgate Events	<u>5,050.00</u>

TOTAL CLUB AND COMMUNITY SUPPORT 21,050.00

CO-CURRICULAR AND EXTRACURRICULAR SUPPORT

8002	International Student Orientation	650.00
8014	Extended Hours For The Library	1,430.00
8055	Child Development Center	1,000.00
8064	ASO Student Health Advisory Committee	500.00
8067	Transfer Day College fair	1,400.00

TOTAL EXTRACURRICULAR SUPPORT: 4,980.00



ASO OPERATIONS

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Office Supplies and Equipment

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

The funds will be used for the standard office supplies for the ASO office. Funds will also be used for the purchase of equipment for ASO. This fund is to be managed by the ASO Treasurer. The ASO Treasurer will initiate all supply requests and in her/his absence, the responsibility will fall to the ASO advisor.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 4,500.00

Date Rec'd 4/22/19 Acct. No. 7001

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 5,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 5,000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO President's Expense

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 1,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

These funds will cover the ASO President's hospitality expenditures. The funds will be used by the ASO President at their discretion.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,000.00

Date Rec'd 4/22/19 Acct. No. 7002

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 1,000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Officer and Senator Leadership Training

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 10,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

These funds will be used to educate and train ASO Officers and Senators on leadership development. Funds will also be used for leadership retreat. Funds will cover cost of food, transportation, participation fees and entry fees as well as any other reasonable expenditure required for training and leadership development.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 10,000.00

Date Rec'd 4/22/19 Acct. No. 7004

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 3,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 10,000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Advisor Professional Development & Training

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 6,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

These funds will cover the costs of professional development, membership, and training to continue to improve the service to ASO. Funds will also cover cost of registration, housing, transportation and meals.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 6,000.00

Date Rec'd 4/22/19 Acct. No. 7005

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 6,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Publicity Committee

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 4,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

These funds will be used to cover the expenses of publicizing the ASO, its clubs and its events, including purchasing of marketing materials and printing costs and the cost of a new Public Announcement system (speakers, microphones, cables, etc). These funds can also be used for campus publicity items to promote events, such as pole banners, permanent posters, etc. Funds can also be used for social media promotions to increase student engagement.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 4,000.00

Date Rec'd 4/22/19 Acct. No. 7006

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 4,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Rules and Lobby Committee

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 500 Estimated cost/Student \$ _____

Admin./Dean. Review *Juan Carlos Lopez*

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

The funds will be used to cover any expenses made to benefit this ASO standing committee.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 500.00

Date Rec'd 4/22/19 Acct. No. 7007

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 500.00

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Elections Committee

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 1,500 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

The funds will be used to cover all costs directly related to ASO elections (and any special elections), including poll worker salaries, publicity, ballots, equipment, and special election related events as well as reimbursements for candidate campaign expenses.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,500.00

Date Rec'd 4/22/19 Acct. No. 7008

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,500.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 1,500

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2018/2019 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 13, 2018*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Club Leadership Training

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 2,500 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

Each year, the ASO senate and the ASO club membership changes. This request will provide funds to create training materials for leadership training, fundraising training, and academic development for the ASO clubs. It will also cover refreshments for the workshops and ongoing trainings. Focus will be placed on facilitating effective meetings, fundraising, and programming.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 2,500.00

Date Rec'd 4/22/19 Acct. No. 7010

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 2,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Training Materials	\$ 1,250
	Refreshments	\$ 1,250
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$ 2,500

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Business Office Supplies/Equipment/Overhead

Requestor Pardaman Mann Telephone 818-710-2863

Event Date: N/A Event Time: N/A Event Location: N/A

How long has the event/project existed: Ongoing Students Served All Students

Funds Required (complete attached detail) \$7000 Estimated cost/Student \$

Admin./Dean. Review *Brought 4/5/19*
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

As required to purchase computer software, ASO forms, labels, stock, parking decals, temporary accounting staff, and paper to support the processing of ASO transactions. Business Office also plans to move forward with purchasing scanning equipment for ASO records and documents storage.

Narrative Justification for funding – please be very detailed.

FUNDING REQUEST (Business Office Use)

New Renewal X
Prior Year Budget 5,000.00
Date Rec'd 4/10/19 Acct. No. 7014

FINANCE COMMITTEE ACTION

Date: 5/1/19
Vote: 3 Yes 0 No 0 Abst.
Amount: 7,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	ASO Checks, requisitions ,contract agreements, labels ,files, papers ,forms, printer cartridges, misc. office supplies	\$2500
2	Office Equipment/Replacement, Scanner, add'l scanning license ,software	\$4000
3	Refreshments for ASO training	\$500
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$7000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Clerk Salary

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 12,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

Funds to cover the cost for the salary of the ASO Clerk.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 12,000.00

Date Rec'd 4/22/19 Acct. No. 7016

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 12,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO SFP Tech

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 70,000 Estimated cost/Student \$ _____

Admin./Dean. Review *Juan Carlos Lopez*

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

Funding to be used to pay salary of the ASO Specially Funded Programs Technician (position approved 19-20 academic year as ongoing)

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 68,000.00

Date Rec'd 4/22/19 Acct. No. 7018

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 20,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 70,000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Programming Board of Events

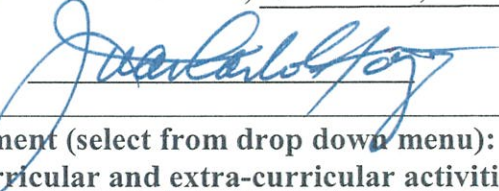
Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 10,000 Estimated cost/Student \$ _____

Admin./Dean. Review



Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

Programming Board budget to offer funds to be used in providing students with events for increased student engagement. Funds will be used to cover speaker fees, food, contracts, activities, and materials for events.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 9,000.00

Date Rec'd 4/22/19 Acct. No. 7019

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 10,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2018/2019 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 13, 2018*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Commencement Fund

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 3,500 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

Funds to pay for ASO gift to graduates (a pin or a small token of recognition).

Funds will also be used to purchase stoles for ASO and medals for Peer to Peer student leaders.

Funds are also used for paper for graduate handouts at graduation and ribbon ties.

Funds can be used for commencement-related expenses that are approved by ASO Advisors.

Funds are not to be used by individual clubs for their own commencement or graduation events.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 3,500.00

Date Rec'd 4/22/19 Acct. No. 7020

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 2,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Officer and Senator – Attire and Meeting Organization Materials

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

These funds would be used to purchase ASO attire. Including but not limited to: polos, jackets, shirts, lanyards, backpacks, and padfolios for ASO Officers and Senators to wear/utilize to ASO events, meetings, and branding at other campus events that ASO is supporting.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 5,000.00

Date Rec'd 4/22/19 Acct. No. 7021

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 5,050.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

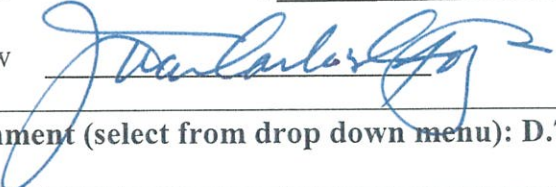
Project Name ASO Advisor Discretionary Expense

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 2,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

The ASO advisor funds will cover the costs of items for supplies and events to support and promote student success and engagement. The funds will be used at the discretion of the advisor for ASO, or any other ASO sponsored items/events.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,500.00

Date Rec'd 4/22/19 Acct. No. 7022

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 2,000.00

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Peer to Peer Program Support

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

The Peer2Peer Program is funded through SEA, which is very detailed and specific as to how we can spend funding. Funds will cover such items as apparel, printing, decorations for events, food, supplies, recognition items and year end celebrations.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 4,000.00

Date Rec'd 4/22/19 Acct. No. 7023

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 5,000.00

CONFERENCE & AWARDS

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
	1.	\$
		\$
		\$
TOTAL ASO REQUEST		\$ 850

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019/2020 FUNDING REQUEST

APR 17 2019

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office by April 17, 2019*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO/ Bookstore collaboration-National St. Day Appreciation/Celebration

Requestor Candy Van  4/17/2019 Telephone 818 710-2854

Event Date: 2019-2020 Event Time: _____ Event Location: _____

How long has the event/project existed: Fifth year Students Served All Campus Community

Funds Required (complete attached detail) \$ 2,000.00 Estimated cost/Student \$2,000.00

Admin./Dean. Review Bruce Rosky  4/24/19
Name/Signature

Strategic Goal Alignment (select from drop-down menu): Choose an item.

Narrative Justification for funding – please be very detailed.

National student day is a day dedicated to celebrating and promoting social responsibility by the college students all across North America. We would like have a guest speaker, door prize (various prizes, food/drinks and we will give a way Bookstore scholarships during the contest. The contest consist of students who will submit stories of their volunteer work to their community and the three most popular stories (based on a vote) will receive Bookstore/ASO scholarships. A randomly selected story will receive Bookstore/Gift Card. Pierce Bookstore with the collaboration from ASO would like to continue to celebrate and recognize this day to appreciate students at this event.

These also align with our college strategic goals by enhancing customer relations with the students and promote our college. Also, increase student's participation in ASO activities.

FUNDING REQUEST (Business Office Use)

New _____ Renewal x _____

Prior Year Budget _____

Date Rec'd 4/17/19 Acct. No. 7112

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Advertising, food & drinks, prizes, rebranding	\$ 1,000.00
2	Guest speaker & Scholarships	\$ 1,000.00
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 2,000.00

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Eleany Busta Outstanding ASO Service Award

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 850 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

This award is in honor of Eleany Busta, a former ASO Executive Officer for the ASO. The qualifications for the award to be given out at the Graduation Brunch, are as follows: at least one year of ASO service, as a senator or an officer; must serve on one non-ASO committee as a student representative (including but not limited to PCC, or SAC) or represent Pierce students in a lobbying effort, and also be a current paid ASO member. The award includes a \$750 prize and a trophy (not to exceed \$100).

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 850.00

Date Rec'd 4/22/19 Acct. No. 7151

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 850.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
	1.	\$
		\$
		\$
TOTAL ASO REQUEST		\$ 850

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Outstanding Student Award

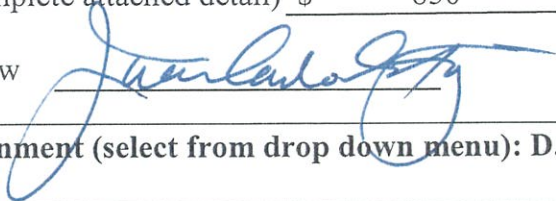
Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: 7 years Students Served _____

Funds Required (complete attached detail) \$ 850 Estimated cost/Student \$ _____

Admin./Dean. Review



Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

This award is recognizes an outstanding student that has excelled in academics as well as campus community service and be a current paid ASO member. Potential recipients must be nominated by faculty or staff member. Applicants will be judged by the ASO scholarship committee. Qualifications: 3.5 minimum GPA and a declared major. The award will be \$750 and the remaining \$100 will be used to cover the cost of the trophy.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X _____

Prior Year Budget 850.00

Date Rec'd 4/22/19 Acct. No. 7152

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 850.00

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Outstanding Teacher Award

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: 7 years Students Served _____

Funds Required (complete attached detail) \$ 600 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life**

Narrative Justification for funding – please be very detailed.

This award recognizes an outstanding teacher that has excelled in campus service. Applicants will be judged by the ASO scholarship committee. The award will be \$500 and the remaining \$100 will be used to cover the cost of the trophy.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 600.00

Date Rec'd 4/22/19 Acct. No. 7153

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 600.00

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Anne Gelvoria Memorial Scholarship

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: 14 years Students Served _____

Funds Required (complete attached detail) \$ 850 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life**

Narrative Justification for funding – please be very detailed.

This award is in memory of Anne Gelvoria, a former ASO senator. Qualifications: 2.5 GPA, active in campus and community service, paid ASO member, graduating or transferring. Applicants will be judged by the ASO scholarship committee. The prize is \$750 and the remaining \$100 be will be used to purchase an award.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 850.00

Date Rec'd 4/22/19 Acct. No. 7155

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 850.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Michelle Smith Memorial Scholarship

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: 13 years Students Served _____

Funds Required (complete attached detail) \$ 850 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

This award is in memory of Michelle Smith, a former honors student at Pierce College. Qualifications: 3.5 GPA, active in campus and community service, paid ASO member, graduating or transferring. Applicants will be judged by the ASO scholarship committee. The prize is \$750 and the remaining \$100 be will be used to purchase an award.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 850.00

Date Rec'd 4/22/19 Acct. No. 7156

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 850.00

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO President's Award

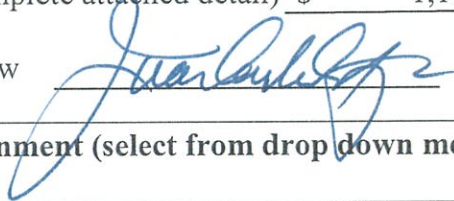
Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: 13 years Students Served _____

Funds Required (complete attached detail) \$ 1,100 Estimated cost/Student \$ _____

Admin./Dean. Review



Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

This award is given to an outstanding student, selected by the President of Pierce College. Qualifications: 3.0 GPA, active in campus and community service, paid ASO member, graduating or transferring. Applicants will be judged by the ASO scholarship committee. The prize is \$1000 and the remaining \$100 be will be used to purchase an award.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,100.00

Date Rec'd 4/22/19 Acct. No. 7157

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,100.00

BANQUETS

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Student Leadership Banquet

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

These funds will be used to host student ASO Student Leaders appreciation events at the conclusion of each academic semester. \$2,500 is allocated for Fall 2019; \$2,500 is allocated for Spring 2020

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 4,000.00

Date Rec'd 4/22/19 Acct. No. 7204

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 4,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name AGS – FACULTY & STAFF APPRECIATION BANQUET (2 Separate Events)

Requestor Kaycea Campbell Telephone 818-710-4134

Event Date: TBD Event Time: FALL & SPRING Event Location: Great Hall

How long has the event/project existed: over 7 years Students Served 300

Funds Required (complete attached detail) \$ 4000 Estimated cost/Student \$13.33

Admin./Dean. Review

[Signature] 4/10/19

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

This is an annual event where students from Alpha Gamma Sigma (AGS) plan and execute an appreciation banquet for both STAFF (in the fall – October/November) and Faculty (in the Spring – in April). The students take the time to plan a theme, cater the event, and really show both the STAFF and Faculty how students value their efforts and time. The banquet is designed to have students be involved in a campus wide activity sponsored by the ASO that integrates students with Faculty and staff. Students get:

- to make staff/faculty feel appreciated for their work--collectively and individually;
- to help staff/faculty feel a part of the bigger picture and get to know one another;
- to educate the college about the impact of staff/faculty throughout the year;
- to acknowledge that paid staff/faculty contributes to the success of college (as well as vice versa); and
- to re-commit everyone to further enthusiastic co-curricular activities service.

These two events recognize those who exemplify the values and ideals of the Pierce College and are aligned with the strategic goals of the college. We have had this event every year and the costs have been increasing. Even moreso we have to use the assigned food caterers on campus. As more people participate in this event, the food costs continue to climb. We are asking for a modest increase in the budget to accommodate these higher costs. AGS for the staff appreciation banquet in 2018 funded the event from the club budget because of how important this event is. We ask that the ASO help us to continue with this event, so that it can continue to help students an avenue to show both staff and faculty how appreciated they are.

Need to identify ASO as partner.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget _____

Date Rec'd 4/16/19 Acct. No. 7205

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 2,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Decorations	\$250
	Food	\$3500
	Entertainment	\$250
TOTAL ASO REQUEST		\$4000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

CONTINGENCY

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Contingency Account (Emergency Expenses)

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 50,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

These funds are to cover unexpected events or projects, as decided by the ASO Finance Committee. Funds should be appropriated according to the rules and regulations set forth by the LACCD.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 48,877.00

Date Rec'd 4/22/19 Acct. No. 7323

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 91,470.00

CULTURAL, ARTISTIC & LITERACY SUPPORT

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019-2020 FUNDING REQUEST

APR 22 2019

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Social/ Cultural Committee

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

These funds are to be used for hosting campus events to benefit Pierce College students by promoting student engagement and collaboration among students, faculty, and staff. These funds can be used for entertainment, equipment for events, hosting event, or refreshments and meals. Additions/ Exceptions to this list of use of funds can be made at the discretion of the ASO advisor.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 3,500.00

Date Rec'd 4/22/19 Acct. No. 7600

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 3,500.00

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CLUB & COMMUNITY SUPPORT

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2018/2019 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 13, 2018*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Club Council Programming Budget

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 15,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): D.7 Increase student participation in ASO activities

Narrative Justification for funding – please be very detailed.

ASO Club Council will receive programming budget to work with clubs on campus to increase student participation and engagement to include Club Rush events, rentals, supplies, games, and yearly club recognition banquet.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 7,500.00

Date Rec'd 4/22/19 Acct. No. 7800

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 15,000.00

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Community Welfare Committee

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 1,000 Estimated cost/Student \$ _____

Admin./Dean. Review 

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

Funds will be used to increase campus awareness and address safety programs for this standing committee.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,000.00

Date Rec'd 4/22/19 Acct. No. 7801

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$ 1,000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Tailgate Events

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 6,000 Estimated cost/Student \$ _____

Admin./Dean. Review

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

Funds will be used to host ASO-sponsored tailgates. Average expenditure would be \$500 per tailgate. ASO will attempt to host a tailgate for each of Pierce College's 13 sponsored athletic teams.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 5,500.00

Date Rec'd 4/22/19 Acct. No. 7805

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 5,050.00

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CO-CURRICULAR SUPPORT

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office by April 17, 2019*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name International Student Services Orientation Fall 2019

Requestor Abigail Watson *AW 4/11/19* Telephone ex 4400

Event Date: late August 2019 Event Time: 9:00 – 2:00 Event Location: Great Hall

How long has the event/project existed: 15+ years Students Served 60 (approx.)

Funds Required (complete attached detail) \$650 Estimated cost/Student \$10.83 per student

Admin./Dean. Review *(Signature) 4/11/19 William Marmolego*
Name/Signature

Strategic Goal Alignment (select from drop down menu): D.6 Increase student awareness and use of student support services/programs

Narrative Justification for funding – please be very detailed.

The International Students Orientation is vital to the success of our F-1 student population. International students are required to abide by United States Citizenship and Immigration Services (USCIS) policies in order to remain in status and our orientation covers these regulations in detail. Other departments and programs are invited to speak at the event so that F-1 students are aware of the services Pierce has to offer. Guests include: Student Services Administrators, ASO, Center for Academic Success/Tutoring, Health Center, Honor’s Program, Ascension Health Insurance, etc.

The orientation is also a great way for our new students to make friends and be introduced to the staff and faculty of the college. According to the Spring2019 evaluations, all students who attended the orientation stated it was “mostly” to “very” informative.

International students are an integral part of Pierce College campus life by fostering a sense of cultural awareness in all students which will help them prepare to be a part of the global community. Having international students on campus encourages an exchange of diverse ideas. Additionally, F-1 student tuition brings in revenue for the college.

Since the orientation is an all-day event (9:00 am – 2:00 pm), we serve our students a continental breakfast and a full lunch. During the meals, the students meet with each other and casually talk with the staff.

We anticipate around 60 students including volunteers. Attached is the Request for Food Purchase form used for our Spring 2019 orientation. The cost for food (breakfast and lunch) was \$584.89. This was for a smaller group since our Spring cohort is usually smaller.

FUNDING REQUEST (Business Office Use)

New Renewal X

Prior Year Budget 443.00

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Date Rec'd 4/11/19 Acct. No. 8002 Amount: 650.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Continental Breakfast + Lunch from Pacific Dining	\$650
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.



Los Angeles Community College District

Date: January 23, 2019

To: Accounts Payable Manager

From: DONNA COVARRUBIAS, INTERNATIONAL STUDENT SERVICES

Re: **REQUEST FOR FOOD PURCHASE—Pre-Authorization for Meal and/or Refreshment Purchase Under Board Rule #71000**

This memorandum is a pre-authorization for LACCD employee

Name: DONNA COVARRUBIAS	Employee Number: 807117
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Who is requesting to proceed with a meal and/or refreshment purchase in accordance with Board Rule #71000. Please, review instructions on second page of this form.

This expenditure is for an event/activity which is deemed an (check appropriate item below):

- In-service training event,
- Educational conference/event,
- Selected committee not covered under Personnel Commission’s authority,
- Special function that directly serves a District need or function as follows (provide rationale)

Event Date: 1/28/2019

Estimated purchase cost: (for Cal Card, see spending limits and maximum limit in the Policies and Procedures for the Purchasing Card Program available on our website): \$ 584.89.

Charge Account: Fund ASO GL _____ CC/WBS _____

The employee has read and understands all the Board Rules and Administrative Regulations related to meals and refreshment purchases, and the employee shall abide by all other Board of Trustees Rules and Administrative Regulations, policies and procedures such as providing an itemized receipt, attendance record, and copy of the agenda

Requestor Date

Supervisor/Division Head Date

Approval: College President/Chancellor Date

Purpose of the REQUEST FOR FOOD PURCHASE form: Board Rule #71000 allows the Chancellor to “authorize actual and necessary expenditures from the General Fund for meals and refreshments served at District events, meetings, and conferences if the serving of meals or refreshments directly facilitates a District purpose or function.”

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

8014

Data Summary

Project Name Extended hours for the library – Saturdays all semester and extra hours for Finals

Requestor Lauren Saslow Telephone 818-710-4442

Event Date: Fall semester Event Time: _____ Event Location: _____

How long has the event/project existed: 2015/2016 Students Served ALL

Funds Required (complete attached detail) \$7413.90 Estimated cost/Student \$1 per student

Admin./Dean. Review Juan Carlos Astorga
Name/Signature 

Strategic Goal Alignment (select from drop down menu): A.1 Increase student completion

Narrative Justification for funding – please be very detailed.

ALSO: A.4: Equitable access to education & D.5: Provide learning centered environment

Saturdays:

Throughout the Semester, on average, about 200 students use the library each Saturday. A librarian is funded, but staff for Circulation and Computer Lab are needed.

Finals:

This is a great service to our students to help them succeed in their classes. There continues to be requests to have extended Library hours during Finals week.

We are requesting supplemental support to keep the library open during the weekdays and on Sundays, as it has been since Fall 2015. Through the assistance of ASO, Students are able to study for finals and to finish their research papers and projects in the library later on weeknights and on Sunday at the beginning of Finals.

The library is extremely busy when we do offer extended hours.

Finals only.

FUNDING REQUEST (Business Office Use)New _____ Renewal Prior Year Budget 7,413.90Date Rec'd 5/3/19 Acct. No. 8014**FINANCE COMMITTEE ACTION**Date: 5/8/19Vote: 3 Yes 0 No 0 Abst.Amount: 1,430.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	<p>See attached paper for breakdown of funding request.</p> <p>Library tech to support students at Circulation (Librarian is already funded). Fall semester on Saturdays, 5.5 hours/Saturday.</p>	\$ 3960.00
2	<p>Student Workers (2) to support labs and areas in library Spring semester on Saturdays, 5 hours/Saturday.</p>	\$2024.00
3	<p>Finals weeks (additional hours for 4 days) and Sunday (5 hours) Last Academic Year, over 1,100 students used the library on the 4 days. This was a great service to help our students succeed in their classes.</p> <p>Librarian, additional assignment: Library Technician, additional hours: Student workers (2), additional hours:</p>	<p>\$ 726.00 \$ 450.00 \$ 253.00</p>
TOTAL ASO REQUEST		\$7413.90

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

ASO - STAFFING REQUEST FOR ADDITIONAL HOURS
LIBRARY - Additional Hours

Updated: 04/15/2019
FALL 2019

Position Title	Fund	GL	Cost Center	CC	PS	PSA	FTE	Hrs	Days	Weeks	Total Hours	Rate	Salary	Notes
Library Technician	10100	233400	P5850A	C2081	S2	CTA3	0.5	5.5	1	16	88.00	45.00	3,960.00	Saturdays Coverage
													3,960.00	

Student Worker	10100	239200	P5850A	U8684			1	5	1	16	80.00	11.50	920.00	Saturdays Coverage
Program Assistant	10100	239200	P5850A	U8221			1	5	1	16	80.00	13.80	1,104.00	Saturdays Coverage
													2,024.00	

FINALS WEEK (EXTRA HOURS) & SUNDAY WEEKEND

Student Worker	10100	239200	P5850A	U8684			1	5	2	1	10.00	11.50	115.00	115.00	Finals
Program Assistant	10100	239200	P5850A	U8221			1	5	2	1	10.00	13.80	138.00	138.00	Finals
													253.00	-	253.00

FINALS WEEK (EXTRA HOURS) & SUNDAY WEEKEND

Library Adjunct	10100	141700	P5850A	A0850	S2	FAC1	1	5	2	1	10.00	72.69	726.90	726.90	Finals
Library Technician	10100	233400	P5850A	C2081	S2	CTA3	1	5	2	1	10.00	45.00	450.00	450.00	Finals
													1,176.90	-	1,176.90

Projected Additional Hours: 7,413.90 - 7,413.90


2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Child Development Center

Requestor Phyllis Schneider  Telephone 818-719-6494

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served 90 Children

Funds Required (complete attached detail) \$1000 Estimated cost/Student \$ 11.00

Admin./Dean. Review 
Name/Signature _____

Strategic Goal Alignment (select from drop down menu): D.5 Provide learning centered environment to promote active learning

Narrative Justification for funding – please be very detailed.

The Child Development Center provides care and early childhood education for the children of Pierce College students. The educational component of the program requires the consumption of supplies and materials such as paper, paint, glue as well as the replacement of toys such as puzzles, books and sorting games. These items aide in the development of early literacy, math and language skills. The CDC is grateful for the past generous contributions of the ASO to the CDC.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,000.00

Date Rec'd 4/22/19 Acct. No. 8055

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Consumable supplies such as paper, paint, brushes, watercolors, markers, clay	\$ 700
2	Classroom equipment such as puzzles, books, games, dramatic play costumes, dolls, CDs, and accessories to blocks and dramatic play areas, science activities, fine motor manipulatives	\$ 300
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$ 1000

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019-2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name ASO Student Health Advisory Committee (SHAC)

Requestor ASO Telephone 2248

Event Date: _____ Event Time: _____ Event Location: _____

How long has the event/project existed: _____ Students Served _____

Funds Required (complete attached detail) \$ 1,000 Estimated cost/Student \$ _____

Admin./Dean. Review *Juan Carlos Lopez*

Strategic Goal Alignment (select from drop down menu): **D.7 Increase student participation in ASO activities**

Narrative Justification for funding – please be very detailed.

Funds will be used to cover expenses for SHAC including but not limited to purchase of apparel, marketing materials, and event coordination. Events can include Clothesline Project, Denim Day, and Student Health Fair.

FUNDING REQUEST (Business Office Use)

New _____ Renewal X

Prior Year Budget 1,500.00

Date Rec'd 4/22/19 Acct. No. 8064

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 500.00

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Transfer Day College Fair

Requestor Sunday Salter Telephone Ext 2277

Event Date: October 31, 2019 Event Time: 10am-1pm Event Location: Mall

How long has the event/project existed: 27 years Students Served 2000-2500

Funds Required (complete attached detail) \$1400.00 Estimated cost/Student \$.56

Admin./Dean. Review 
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

Narrative Justification for funding – please be very detailed. Choose an item.

Strategic Goal:
Increase the long-term persistence rate of students

This event provides students the opportunity to acquire meaningful transfer information and to establish personal contacts with more than 50 college and university representatives. Workshops covering university admissions requirements are offered and open to all students. In addition, the college fair component provides students access to campuses that they would have not otherwise considered. It opens the door to a multitude of new possibilities that are outside of their current scope.

We are asking for funds to cover the cost of food for the presenters (subway) as well as costume contest prizes for students wearing a costume and faculty or university representatives wearing a costume since the event is scheduled for Halloween day.

We are also planning an activity at the university tables- students who ask a question at a table will be given a piece of candy- or a “trick or treat”. We are asking for the ASO to provide funds to cover the cost of the candy.

Please note that other food items will be provided for students by the Financial Aid Department.

FUNDING REQUEST (Business Office Use)

New Renewal x

Prior Year Budget

Date Rec'd 4/22/19 Acct. No. 8067

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 3 Yes 0 No 0 Abst.

Amount: 1,400.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Food for college representatives – Boxed Lunch	\$800.00
2	Visa Gift Cards- Costume Contest Student Costume Contest Drawing- all who dress are entered to win gift cards in a variety of amounts. 200.00 for students, 100.00 for reps or faculty.	\$300.00
3	Candy for students who stop by the university tables- for “trick-or-treats” when they ask a question about the university	\$300.00
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$1400.00

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

ITEMS NOT FUNDED

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office by April 17, 2019*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Pierce College Art Gallery

Requestor Monika Ramirez Wee Telephone 805-907-9079 (cell)

Event Date: Fall 2019- Event Time: Sept-Nov '19 Event Location: room 3301-Gallery

How long has the event/project existed: new projects Students Served approx. 2000

Funds Required (complete attached detail) \$2000 Estimated cost/Student \$1/student

Admin./Dean. Review 
Name/Signature

Strategic Goal Alignment (select from drop down menu): **D.5 Provide learning centered environment to promote active learning**

Narrative Justification for funding – please be very detailed.

The Pierce College Art Gallery will present interdisciplinary two exhibitions in the fall semester 2019. One of them will be a Dia de los Muertos interactive exhibition in conjunction with Art History 107 taught by Dr. Ramela Abbamontian where students from the art history course will work in conjunction with Los Angeles community artists to build ofrendas in the art gallery. A core part of this exhibition will be the educational and interactive elements, putting what they learn in their art history course into an active context in the gallery—taking it into the public sphere. A community altar in our outdoor display case will allow our larger Pierce and surrounding community to contribute to an ofrenda while learning about their significance within indigenous Mexican culture is a key component of the exhibition.

Because our college art gallery is small in square footage it poses challenges in exhibiting our graphic design and digital media works during our year end exhibition. These students have all of their works crammed onto a few computers where they get mere seconds of viewing time for their creative efforts due to the space constraints in the gallery caused by the volume of traditional studio art pieces in need of display. We would like to premier a digital and graphic design competition and showcase in the fall 2019. The purpose of this showcase is dual in nature. It would both allow our graphic design students the opportunity to show their work in a more robust way, but also give them the opportunity to work with an artist in the field. They would do a group show with a local graphic designer who would jury their work for awards and assist in portfolio and professional display development. Our Pierce students would have the opportunity to see and be exposed to a professional in their field, while also boosting their portfolios, resumes, and professional exposure. We've never had an exhibition like this before and it's something our faculty would like to debut in the fall in hopes that this will become a regular feature of gallery programming.

Since spring 2018 the gallery has sponsored Art Soup, a once a week offering a free, warm meal for students as a way to address our food scarcity issue on campus. Because some artists work in the community as an act of social practice to address the needs of their community, we want to demonstrate that as artists, we are responding to our community and create/foster a sense of community here on our campus. Through the help of the Brahma Food Pantry we have been able to get much of the produce needs met through a donation from Food Forward. This is awesome! At the same time, our gallery director and department chair cover the costs of basic staple items like bread, oil, salt, and spices. We could secure food even better if we knew we could cover the costs of food items that we can't get through our produce donations.

FUNDING REQUEST (Business Office Use)

New _____ Renewal x _____

Prior Year Budget _____

Date Rec'd 4/17/19 Acct. No. 7601

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 0 Yes 3 No 0 Abst.

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1.	Guest Artist Honorarium Dia de Lost Muertos artist	\$500
2.	Install supplies for Dia de los Muertos: paint, hammers, fabric, nails, wood, paper, lights,	\$250
3.	Reception costs for Dia de los Muertos tea, coffee, snacks foods, sugar, paper supplies such as paper plates, cups, stir sticks, etc	\$250
4.	Reception costs for Digital Showcase: tea, coffee, snacks foods, sugar, paper supplies such as paper plates, cups, stir sticks, etc	\$250
5	Guest Artist Honorarium Digital Media Showcase	\$500
6.	Install supplies for Digital Showcase: paint, lights, nails, cords, pedestals, shelving	\$300
7.	Art Soup food supplies: rice, pasta, bread, oil, salt, spices, beans, stock	\$200
TOTAL ASO REQUEST		\$2000.00

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the business office*

Data Summary

Project Name Photography Competition and Exhibit

Requestor Jill Connelly, Chair, Media Arts Telephone x2960

Event Date: TBA Event Time: evening Event Location: library

How long has the event/project existed: 44 years Students Served: Entire student population

Funds Required (complete attached detail) \$1,200 Estimated cost/Student \$

Admin./Dean. Review *[Signature]* 4/12/19

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

Strategic Goal Alignment D8

Students winning best in show, first, second or third places as judged receive awards as prizes.

This exhibit provides an opportunity to exhibit their work for fellow students, staff and the public.

An event such as this brings student and public attention to the college in a positive manner.

Request didn't stipulate date.

FUNDING REQUEST (Business Office Use)

New Renewal

Prior Year Budget

Date Rec'd 4/15/19 Acct. No. 7610

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 0 Yes 3 No 0 Abst.

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Best in Show award	\$250
2	First place winners in 5 categories at \$120/each.	\$600.
3	2 nd place winners in 2 categories at \$75 each	\$150.
4	Award for 3 rd place in 2 categories at \$25 each	\$50.00
5	Costs for opening night reception for exhibit.	\$150.
		\$
		\$
		\$
TOTAL ASO REQUEST		\$1,200

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the business office*

Data Summary

Project Name Media Arts Department/Film Club Film Series

Requestor Ken Windrum, Media Arts Instructor Telephone (818) 710-2960

Event Date: TBD Event Time: TBD Event Location: The Great Hall

How long has the event/project existed: 3 1/2 years Students Served: Entire student population

Funds Required (complete attached detail) \$ 1,700.00 Estimated cost/Student

Admin./Dean. Review *of a form 4/12/19*

Strategic Goal Alignment (select from drop down menu): D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life

Narrative Justification for funding – please be very detailed.

The Media Arts Department and Film Club's film series, held each semester, is an example of the type of intellectually stimulating yet social and fun experience which defines college life. Each semester, we pick a theme which is of relevance to students. For instance, the first series featured films about alternative sexual identities. The second festival was about the "omni tech" or omnipresent technology of our modern life. The third focused on films which question the border between sanity and insanity. Each series has a screening followed by a panel discussion with faculty and student participation. The panelists also take questions from the audience. Over the series, the major relevant question can be refined through discussion and audience members can reflected upon the issue. We have had conversations lasting up to an hour that had to be finished up for time constraints. We also provide for a more collegial atmosphere by serving refreshments at the events. Such occasions allow students to mingle, have fun, and also expand their intellectual horizons in a casual environment.

Request didn't stipulate a date.

FUNDING REQUEST (Business Office Use)

New Renewal X

Prior Year Budget 1,000.00

Date Rec'd 4/15/19 Acct. No. 7621

FINANCE COMMITTEE ACTION

Date: 5/8/19

Vote: 0 Yes 3 No 0 Abst.

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1.	Film Licensing Fee to Swank Distributors to show motion pictures. Cost for licensing fee to show films and provide discussions about those films for students, faculty, staff and the public. This covers licensing fees for 3 events (\$400 each).	\$1,200.00
2.	Refreshments: Food and drink to encourage attendance at the events	\$500.00
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$1,700.0

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office by April 17, 2019*

FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name French Film Festival

Requestor Dr. Denis R. Pra

Telephone: 818-710-22-53

Event Date: November 6-7 & 13-14

Event Time: 4 afternoons

Event Location: Great Hall

How long has the event/project existed: one year

Students Served: 70x8 = 560

Funds Required (complete attached detail) \$4, 850

Estimated cost/Student \$ 8.67

Admin./Dean. Review

Handwritten signature: Monique for May Ann Jara
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

We are delighted to request funding to the Associated Student Organization (ASO) in order to organize the second French Film Festival at Los Angeles Pierce College.

This festival should be taking place on campus during the first half of November 2019, depending of the Great Hall availability. The requested funding will allow the club, in collaboration with the French section of the Modern Languages Department, to organize this great event and pay for the services associated with it. In November 2018, the French Film Festival organizers in collaboration with six departments (Modern Languages, Media Arts, Political Science, English, History, and Art and Architecture) brought French culture on campus and introduce students to the French and Francophone World. The goal of this interdisciplinary event is to expose Pierce students to a foreign language film. Many of them have never seen a film with subtitles.

Last year, the event was sponsored by the French Embassy, however, this year the organizers are not guaranteed to obtain that funding because the French Embassy is usually giving funding to different institutions each year. If approved by ASO, the funds obtained will be used to pay for the film rights, the DVDs, as well as the stationery supplies such as posters, flyers and program printing.

The French Film Festival will be open and free to all Pierce College students as well as the Woodland Hills community; our goal is to have a successful event. In order to offer a full French experience to the attendee, the event will offer, in two occasions, a pastry testing with refreshments. Since the French Film Festival experienced great success last year (an average of 70 viewers per screening), we are hoping that the requested funding will allow us to expand our festival and perhaps make it as yearly event an campus.

Request next year.

Narrative Justification for funding – please be very detailed.

FUNDING REQUEST (Business Office Use)**FINANCE COMMITTEE ACTION**New Renewal _____Date: 5/8/19

Prior Year Budget _____

Vote: 0 Yes 3 No 0 Abst.Date Rec'd 4/17/19 Acct. No. _____Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Projection of 4 movies, week one: — Movies' rights = averagely \$300 per movie — On the 6th and 7th of November 2019	\$1,200
2	Projection of 4 movies, week two: — Movies' rights = \$300 — On the 13th and the 14th of November, 2019	\$1,200
3	Dvd's of movies (new or used, depending on availability) cost— 8 X \$20	\$160
4	Supplies for printing: -flyers = \$200 -posters = \$200 -programs = \$400	\$ 800
5	Refreshments: — disposable (glasses, plates, napkins, table covers, utensils)= \$150 — beverages (water, soda) = \$170 — grapes = \$70 — cakes = 400 small pieces (\$2.75 per piece, 400 pieces= \$1100)	\$1,490
		\$
		\$

		\$
TOTAL ASO REQUEST		\$ 4,850

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

Strand Releasing

6140 Washington Blvd.
 Culver City, CA 90232
 310-836-7500
 310-836-7510 Fax

INVOICE

Invoice # 19278

Invoice Date: 9/19/18

Settlement Date: 11/1/18

Exhibitor/Circuit

Pierce College
 6201 Winnetka Avenue
 Woodland Hills, CA 91371

Theater

Pierce College
 6201 Winnetka Avenue
 Woodland Hills, CA 91371

Contact: Sylvia Silva
 818-710-2508

Contact: Sylvia Silva
 818-710-2508

Title: WORKSHOP

Open: 11/1/18 Close: 11/1/18 Run: 1 week(s) Current Week: 0 Status: Open

FILM RENTAL:

Wk	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Box Adj.	Gross	A/F	House Adj.	Gross %	Gr. Rent	Tax	Rent Adj.	Total Rent	
11/1/18																	
1	0.00							0.00	0.00	F	0	0.00	0.00%	0.00	0.00	0.00	0.00
1 of 1 week(s) reported:									0.00				0.00	0.00	0.00	0.00	

PAYMENT ALLOCATIONS: None

Total Gross Rentals:	\$0.00
Vs. Guarantee:	\$0.00
Rental Due:	\$0.00
<i>Film Rental</i>	<i>250.00</i>
Misc. Charges:	\$250.00
Total Amount Due:	\$250.00
Advance:	\$0.00
Less Payments:	\$0.00
Outstanding:	\$250.00

NOTE: DVD



173 N Morgan Street
Chicago, IL 60607
USA

Invoice

Date	Invoice #
9/19/2018	50695

Bill To

Los Angeles Pierce College
6201 Winnetka Ave
Woodland Hills, CA 91371-0002

Ship To

Los Angeles Pierce College
6201 Winnetka Ave
Woodland Hills, CA 91371-0002

Ship	Terms	P.O. Number
9/19/2018		

Quantity	Item Code	Description	Price Each	Amount
1	Non-theatrical	FRANTZ - Non-theatrical booking/exhibition screening rights (one screening permitted) - Screening date: 8 November 2018 - Screening format: customer-owned and provided media	150.00	150.00
Wire Payment information: Bank: MB Financial, 932 W Randolph, Chicago, IL 60607 Account Name: Southport Music Box Corp IBAN / Routing No.: 071925046 Account No.: 1146917 SWIFT: MBFIUS44			Total	\$150.00

	Balance Due	\$150.00
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CONFIRMATION/ INVOICE

REMIT TO:

RIALTO PICTURES
c/o Adrienne Halpern
45 E. 72nd ST #16A
NEW YORK, NY 10021

9/13/18

TO:
Los Angeles Pierce College
attn: Denis R. Pra
6201 Winnetka Avenue, PMB 169
Woodland Hills, CA 91371-0002

Title	Playdate	Week	Type	Guarantee	Terms	Miscellaneous
The Crime of Monsieur Lange	11/1/18	1	blu-ray	\$350.00	flat	
The Crime of Monsieur Lange	shipping & handling			\$20.00	flat	
total:				\$370.00		

PAYMENT OR A PURCHASE ORDER MUST BE RECEIVED PRIOR TO BLU-RAY SHIPMENT.

Rialto Pictures reserves the right to cancel the screening for any reason.



Invoice 2018-041

September 11, 2018

Bill to:

Los Angeles Pierce College,
Att : Denis R. Pra, Assistant Professor of French
PMB 169
6201 Winnetka Avenue
Woodland Hills, CA 91423

Via e-mail

Screening fee for TIMBUKTU AND FACES PLACES \$500.00

Remit to:

Cohen Media Group
750 Lexington Ave. 5th Fl.
New York, NY 10022

Bill Thompson
COHEN MEDIA GROUP
bill@cohenmedia.net
646-380-7937

INVOICE # E19158

DATE 09/13/18

KINO LORBER

333 West 39th St. #503

New York, NY 10018

(212) 629-6880

Fax: (212) 714 0871

BILL TO

Los Angeles Pierce College
Los Angeles Pierce College

SHIP TO

Los Angeles Pierce College
Los Angeles Pierce College
Attn: Denis R. Pra
PMB 169
6201 Winnetka Avenue
Woodland Hills, CA 91423
Inv#: E19158

Buyer denispra@hotmail.com	Sold by	Ship via	PO #	Terms
-------------------------------	---------	----------	------	-------

Qty	Title	PO #	Discount	Final Price
1	DVD-I I AM NOT YOUR NEGRO			\$349.00

Subtotal	\$349.00	Shipping	Tax	Total Due	\$349.00
Original Invoice					
Total Items: 1					

LA Pierce College Bookstore/Brahma Cafe

Invoice

6203 Winnetka Ave
 Woodland Hill, CA, 91371
 (818) 610-6501 Cafe
 (818) 710-3312 Office

Date	Invoice #
11/1/2018	1192

Bill To
English Dept. <i>Mod Lang Dept</i> Donna Accardo, ex. 2878 6201 Winnetka Ave. Woodland Hills, CA 91371

Ship To
English Dept. <i>Mod Lang Dept</i> Donna Accardo, ex. 2878 6201 Winnetka Ave. Woodland Hills, CA 91371

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
French Film Festiva			11/1/2018			

Quantity	Item Code	Description	Price Each	Amount
		French Film Festival Th November 1st & Th November 8th		
1	Catering	Paper supplies, cups, table covers, napkins, plates.	129.00	129.00
1	Catering	Red and green grapes	69.00	69.00
4	Catering	Four cases 96 bt of Orangina	30.00	120.00
60	Catering	Water bt, 16.9 oz	0.75	45.00
1	Catering	TAX	34.49	34.49

We appreciate your prompt payment.	Total	\$397.49
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FRENCH FILM FESTIVAL

AT PIERCE COLLEGE

VISAGES VILLAGES / FACES PLACES

Directed by Agnès Varda and JR

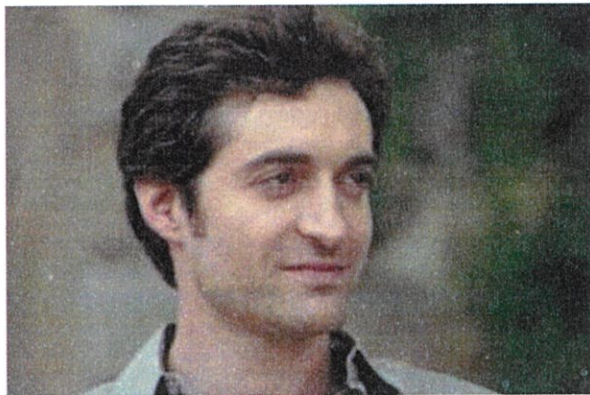
(WITH ENGLISH SUBTITLES)



Where: BUSINESS 3200

When: Thursday, November 8

Time: 7:00 – 9:30 pm



Followed by a Q&A with

Mathieu Demy

Actor and Film Director

Moderated by

Prof. Monika Ramirez Wee

Associate Professor of Art

Mathieu Demy is a French actor (*Kung-Fu Master*, *Jeanne and The Perfect Guy*) and film director (*Americano*). He is the son of French film directors: Jacques Demy (*Bays of Angels*, *The Umbrellas of Cherbourg*, *The Young Girls of Rochefort*) and Agnès Varda (*Cléo from 5 to 7*, *Vagabond*, *Faces Places*).



If you need an accommodation due to a disability to participate in the French Film Festival, please contact Prof. Denis R. Pra at pradr@piercecollege.edu or 818-710-2257, at least 5 business days in advance.



FRENCH FILM FESTIVAL

AT PIERCE COLLEGE

BUSINESS 3200 – FREE ADMISSION
(ALL FILMS ARE WITH ENGLISH SUBTITLES)

-Thursday, November 1, 2018-

4:00 – 6:30 pm: *L'ATELIER / THE WORKSHOP* (2017) [113 min]
Followed by a Q&A with **Prof. Fernando Oleas**, Department of Modern Languages

6:30 – 7:00 pm: French Pastry Tasting
(Pascal Pâtisserie & Café)

7:00 – 9:30 pm: *THE CRIME OF MONSIEUR LANGE* (1936) [83 min]
Followed by a Q&A with **Prof. Ken Windrum**, Media Arts Department

-Friday, November 2, 2018-

4:00 – 6:30 pm: *TIMBUKTU* (2014) [100 min]
Followed by a Q&A with **Prof. Kassem Nabulsi**, Department of Political Science

-Thursday, November 8, 2018-

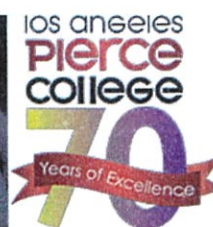
1:30 – 4:00 pm: *FRANTZ* (2016) [113 min]
Followed by a Q&A with **Prof. Donna Accardo**, English & ESL Department

4:00 – 4:30 pm: French Pastry Tasting
(Pascal Pâtisserie & Café)

4:30 – 6:30 pm: *I AM NOT YOUR NEGRO* (2016) [93 min]
Followed by a Q&A with **Prof. Christopher Strickland**, Department of History

6:30 – 7:00 pm: Refreshments

7:00 – 9:30 pm: *VISAGES VILLAGES / FACES PLACES* (2017) [113 min]
Followed by a Q&A with **Prof. Monika Ramirez Wee**, Department of Art and Architecture



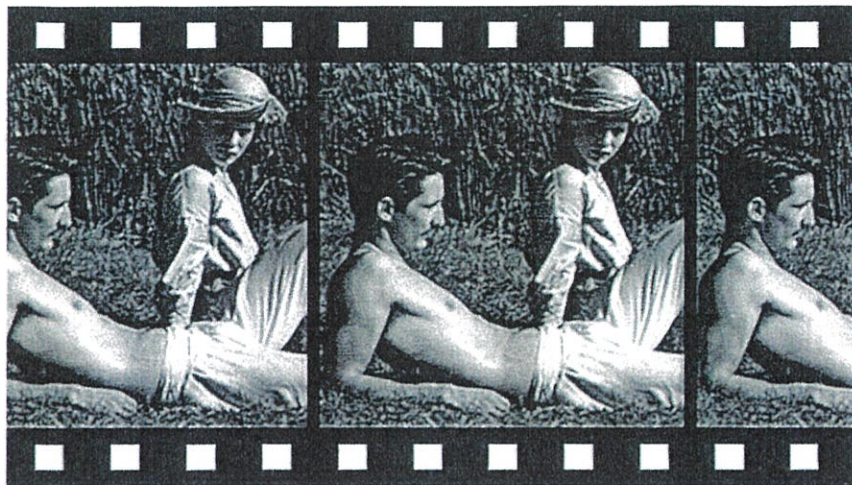
 If you need an accommodation due to a disability to participate in the French Film Festival, please contact Prof. Denis R. Pradr at pradr@piercecollege.edu or 818-710-2257, at least 5 business days in advance.

TOURNÉES FESTIVAL

FRENCH FILMS
LOS ANGELES PIERCE COLLEGE

BUSINESS 3200

(ALL FILMS HAVE ENGLISH SUBTITLES)



Frantz ©Music Box Films

2018
THURSDAY, NOVEMBER 1
FRIDAY, NOVEMBER 2
THURSDAY, NOVEMBER 8

LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION

APR 17 2019

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
- FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name FITNESS CENTER EQUIPMENT NEEDS

Requestor FITNESS CLUB Telephone 818-710-2297

Event Date: N/A Event Time: N/A Event Location: N/A

How long has the event/project existed: N/A Students Served CAMPUS WIDE

Funds Required (complete attached detail) \$ 2500.00 Estimated cost/Student \$ 0

Admin./Dean. Review [Signature]
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

Narrative Justification for funding – please be very detailed. SEE ADDENDUM

THE REQUEST FOR A 45° LEG PRESS HACK SQUAT COMBO IS TO COMPLETE OUR FITNESS CENTER WITH ADEQUATE LOWER BODY MACHINERY. CURRENTLY WE HAVE AN ABUNDANT AMOUNT OF UPPER BODY EQUIPMENT. THIS MACHINE WILL BE AVAILABLE FOR USE FOR EVERY STUDENT, FACULTY AND CLASSIFIED EMPLOYEE ON CAMPUS. THE REQUEST IS TO FURTHER OUR EFFORTS IN PREVENTING THE SPREAD OF BACTERIA AND FUNGI AMONGST OUR PARTICIPANTS, ALSO TO ASSIST STUDENTS WHO CANNOT FINANCIALLY AFFORD IT.

Strategic Goal Alignment (select from drop down menu): Choose an item.

FUNDING REQUEST (Business Office Use)	FINANCE COMMITTEE ACTION
New <input checked="" type="checkbox"/> Renewal _____	Date: <u>5/1/19</u>
Prior Year Budget _____	Vote: <u>0</u> Yes <u>3</u> No <u>0</u> Abst.
Date Rec'd <u>4/17/19</u> Acct. No. _____	Amount: <u>0</u>

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	45 DEGREE LEG PRESS HACK SQUAT COMBO	\$ 2000 ⁰⁰
	GYM TOWELS	\$ 500 ⁰⁰
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$ 2500.00

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

* PRICE ESTIMATE INCLUDES ESTIMATE OF SHIPPING/HANDLING

2019/2020 FUNDING REQUEST ADDENDUM

2.	Equipment – 45 degree Leg Press and Hack Squat Combo	cost	1599.00
		Delivery	Free
		Sales Tax	152.00
		Setup	249.00

Justification: This item will help the college in its completion of a fully equip fitness center that will benefit the entire student body in their pursuit of physical fitness. The fitness center has a full complement of upper body equipment and with this addition to our inventory the lower body equipment will also provide a complete line of equipment to work out on. This machine will be an initial piece of equipment for the fitness center.

3.	Supplies – Workout Towels/with Brahma name/logo	cost (20 and up)	\$9.99 per dozen
		Units 40 @9.99	\$400.00
		Name/logo	\$100.00

Justification: This item will help with sanitation and prevention of bacterial and fungal infections amongst the participants. This will also help offset the cost for students who cannot economically afford to bring their own towels to school each time they work out.

This item will help the college in its completion of a fully equip fitness center that will benefit the entire student body in their pursuit of physical fitness.

Equipment – 45 degree Leg Press and Hack Squat Combo

1599.00



(800) 383-9300
(tel:8003839300)

Login (https://www.fitnessfactory.com/Login.cfm)



(https://www.fitnessfactory.com/cart/Cart.cfm)

(https://www.fitnessfactory.com/cart/Cart.cfm)

(/)

Search Entire Site



4 CHICAGO STORES: AURORA (/STORES/AURORA.CFM) CHICAGO (/STORES/CHICAGO_CFM) FOREST PARK (/STORES/FOREST_PARK_CFM)
MUNDELEIN (/STORES/MUNDELEIN.CFM)

SHOPPING CART

SHIPPING

BILLING

ORDER CONFIRMATION

Your Cart

HELP SUPPORT OUR POST 9/11 COMBAT WOUNDED VETERANS
Your Donations go toward getting wounded veterans gym equipment or gym memberships. **MAKE A DIFFERENCE DONATE TODAY!**

(/lift/)

DONATE TO CATCH A LIFT

\$5.00

ADD TO CART

1 Item in Shopping Cart

Update Quantities

Delete Selected

Move Selected to Wishlist

Clear Shopping Cart (clear_cart.cfm)

Body-Solid Leg Press Hack Squat - GLPH1100 (/Home/Item/3163/GLPH1100/Body-Solid_Leg_Press_Hack_Squat/)

ESTIMATE 1

Unit Price
\$1,495.00

Quantity
1

Total Price
\$1,495.00

Sub Total: \$1,495.00

Apply Promo Codes

Promo Code:

GO

*Not case sensitive. Some brands & items excluded, call for details.



Calculate Shipping

Zip Code:

GO



FREE SHIPPING

LIFETIME STRUCTURAL WARRANTY

30 DAY MONEY BACK GUARANTEE

10% MILITARY DISCOUNT

SHIPS WITH IN 2 BUSINESS DAYS

Shopping Cart

Product

Price

Quantity

Total



Monster Ultimate 45 Degree Leg Press Hack Squat Combo

\$1,599.99

1

Remove

\$1,599.99

FREE SHIPPING

ESTIMATE 2

\$0.00

Update Cart

Subtotal: \$1,599.99

PROCEED TO CHECKOUT

forceusa

Monster Ultimate 45 Degree Leg Press Hack Squat Combo

**By continuing to checkout, you agree to the Terms and Conditions.*

\$1,599.99

Need help with anything?

Hours: Monday to Friday 9am - 5pm MST

Phone: 385-557-2554

Email: support@forceusa.com

VISA

MasterCard

AMERICAN EXPRESS

DISC VER NETWORK

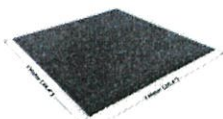
PayPal

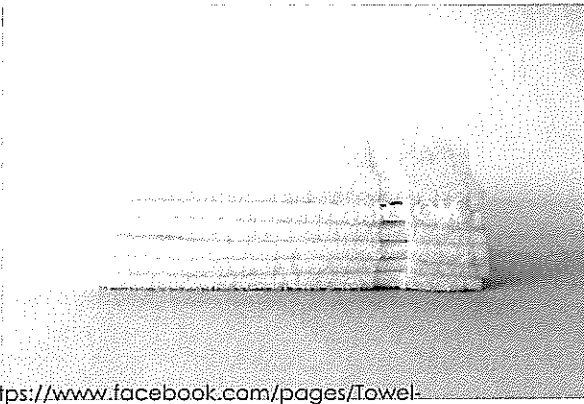
affirm

SECURE SITE

Customers also bought...

Act now to take advantage of these incredible deals. Hurry, supplies are limited!





(https://www.towelsupercenter.com/images/stories/virtuemart/product/p27.jpg)

(https://www.facebook.com/pages/Towel-

Super-Wholesale hand towels 16X27 86/14 cot/poly blend Premium grade Extra soft for use in Salons, Gyms, Spas, Hotels, schools and many more Center/427352103942679) businesses. If you are looking for a medium size hand towel this will be the product to go with super soft and bright white

Category: Salon Towels
(https://twitter.com/bulktowels)

Item#: P27CP

Our price: \$9.99
(https://plus.google.com/+TowelSuperCenterAtlanta/posts) Retail Price: \$19.99

Dimensions: 16x27

Quality: Premium
(http://www.pinterest.com/bulktowels)

Color: White

Weight: 3 Lb/doz

Fabric: 86% Cotton - 14% Poly

ESTIMATE

Quantity	Unit	Price	
1..9	Dozen	\$11.99	Per Dozen
10..19	Dozen	\$10.99	Per Dozen
20 and up	Dozen	\$9.99	Per Dozen

Prices listed above are per dozen - Price lowers when you buy more

Select Quantity:

ADD TO CART

Phone order: 1-866-449-3999

Additional Information

Purchase Premium Blended White Hand Towels for Your Salon

Whether you own a nail salon or a hair salon, you probably go through dozens of towels each day. You use them to dry customers' hands, to put around their necks before a haircut and to wipe down appliances. Every few hours, one of your employees probably does a big load of laundry to get all those towels looking clean and bright and smelling good. Because towels play such a big role in your business, you should find high-quality, versatile hand towels you can deploy throughout the salon.

Our premium blended white hand towels are just the ticket. Made from 86 percent cotton and 14 percent poly, these towels can be used for a variety of tasks throughout your salon. Their versatility will make them an instant favorite among your staff. They are 16x27, big enough to handle jobs such as wiping up spills but small enough to fit easily in your hand.

The Advantages of Purchasing Our Premium Blend Hand Towels

Every salon wants to put off a certain vibe. Classy or sophisticated, homey or comfortable, that choice is up to you based on the clientele you serve, but all salons have one thing in common. They want to look pulled together and professional. Buying the same hand towels for your building contributes to that look. You don't want to have different towels with ribbons or textures. That makes your business look sloppy. Buying our premium blended white hand towels ensures your clients note that lovely consistency.

Privacy - Terms

**LOS ANGELES PIERCE COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
2019/2020 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST** *Return to Business Office by April 17, 2019*
- FINANCE REQUEST** *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name American College Dance Association Baja 2020 Conference

Requestor Brian Moe Telephone X 6558

Event Date: March 2020 Event Time: Thurs - Sunday Event Location: CSULB Dance Department

How long has the event/project existed: Since the 1980's Students Served: 8 - 10 (450 total from other colleges)

Funds Required (complete attached detail) \$ 2,500 Estimated cost/Student \$ 312.50

Admin./Dean. Review *Mary Anne Garcia*
Name/Signature

Strategic Goal Alignment (select from drop down menu): D.5 Provide learning centered environment to promote active learning

Narrative Justification for funding – please be very detailed.

Although the event takes place in Spring 2020 registration opens in October and payment is due by early December. This past Spring 2019 members of Pierce College Dance Club attended and performed at the ACDA Baja Conference at UCI over four days. During these 4 days, 44 dance pieces were performed and adjudicated by a panel of judges for peer feedback, an addition 22 dances were performed in an informal concert as well. 91 master classes were offered by faculty from participating 2 and 4 year classes. Students took up to 4 classes a day and either watched a dance concert, or performed in one at night. This experience allowed the students access to teachers from school whom they may wish to transfer to, as well as to learn styles of dance not offered at Pierce such as African, Hot Yoga, Improvisation, Folk Dance. The theme this year was community connections and allowed the students to meet with and discuss transfer and program options with faculty from 4-year institutions. We would like to continue to attend this event yearly as we build the presence of Dance on the Pierce campus. We strongly feel that this conference is beneficial to any student who has a passion for dance and wishes to continue in that area of study throughout their educational career.

FUNDING REQUEST (Business Office Use)

New x Renewal _____
Prior Year Budget _____

FINANCE COMMITTEE ACTION

Date: 5/1/19
Vote: 0 Yes 3 No 0 Abst.

Date Rec'd 4/11/19 Acct. No. 8003

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
3	Hotel, 3 rooms 3 nights. Spring conference is in Long Beach. We will be using a Pierce Van for the excursion.	\$ 1,100
6	Conference fees, roughly \$140/ Student (1 faculty member, the ACDA Faculty Rep. Brian Moe)	\$ 1,400
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ASO REQUEST		\$2,500

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the business office*

Data Summary

Project Name Media Arts Dept. Speaker Series

Requestor Jill Connelly, Chair, Media Arts Telephone x2960

Event Date: TBA Event Time: TBA Event Location: Great Hall

How long has the event/project existed: 10 years Students Served: Entire student population

Funds Required (complete attached detail) \$1,100 Estimated cost/Student \$

Admin./Dean. Review *J A M*

4/12/19

Strategic Goal Alignment (select from drop down menu): **D.8 Enhance opportunities for student involvement in co-curricular and extra-curricular activities to enrich campus life**

Narrative Justification for funding – please be very detailed.

Strategic Goal Alignment D8

Given our location in the heart of the media industry more and more students are expressing an interest of working in the media. In order to help students achieve their goal, our dept. is expanding in both curriculum and technology.

One of the most dynamic ways for students to understand the needs of the media they are seeking to enter (Cinema, Broadcasting, Photography, etc.) is to be able to network with media professionals. In order to assist students, the Media Arts Dept. features a guest speakers program. The professionals come and speak to the students about how they got started in their career and answer student questions.

Past lecturers have been animators, broadcasters, photographers, filmmakers, journalists, etc. The series also gives students the opportunity to develop partnerships with industries the students represent, in the form of internships, etc. to benefit the students, program and college in general.

The lecture series is open to all Pierce students, faculty and staff and the public at no charge.

FUNDING REQUEST (Business Office Use)

New Renewal X

Prior Year Budget 1,200.00

Date Rec'd 4/15/19 Acct. No. 8004

FINANCE COMMITTEE ACTION

Date: 5/1/19

Vote: 0 Yes 3 No 0 Abst.

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1.	Stipend for guest lecturers (for three events in the Fall semester). \$200 for each speaker.	\$600
2.	Food and drink expenses for students, staff and public who attend the events (for three events in the Fall semester).	\$500
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL ASO REQUEST	\$1100

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

2019/2020 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2019*
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

Data Summary

Project Name Day of Politics

Requestor Denise Robb Telephone X2660

Event Date: 10/22/2019 and 10/29/2019 Event Time: 8am-3pm Event Location: Great Hall

How long has the event/project existed: 8 years Students Served 600 min.

Funds Required (complete attached detail) \$ 3742.00 Estimated cost/Student \$ 4.00

Admin./Dean. Review hmmal 4/17/19
Name/Signature

Strategic Goal Alignment (select from drop down menu): Choose an item.

Narrative Justification for funding – please be very detailed.

Every semester I hold (in conjunction with various clubs and ASO) the Day of Politics. We have elected officials as well as candidates for office, political issues of the day such as the Porter Ranch Gas Leak and propositions on the ballot discussed by experts and sometimes debated by students. This is a great experience for the students to meet the politicians who represent them, to help them choose the politicians who want to represent them, to learn about politics and current issues and to learn the details of the very complicated propositions that they will be voting on. The City of Los Angeles also registers voters that day and usually UCLA participates and brings in transfer reps. This time I hope to have some presidential candidates or representatives as we have a huge election coming up. Two of the overarching Strategic Master Plan Goals are achieved through the Day of Politics. One is Ensuring Student Success. One of the best ways to ensure student success is for them to participate in college activities and become engaged with the material they have been learning but in a practical way. Learning about political science, civics, sociology, etc. when coupled with the experience of meeting politicians, learning about important issues in the community that affect them, hearing from candidates who are running for office and asking them questions pertinent to the life of a college student are all ways to engage the student in both an extracurricular activity and in ways that improve student success through learning the importance of what they've been studying and how it applies in the real world. It also falls under the goal of Ensuring Partnerships because we invite the community to attend our Day of Politics, we form alliances with elected officials, candidates and local organizations. This semester we are co-sponsoring our event with UCLA and they are providing a transfer representative to meet with the students as well.

In terms of Operational and College Goals that apply here from the Strategic Master Plan (2014-2017). The first is to "Enhance opportunities for student involvement in co-curricular and extracurricular activities that will enrich campus life" as well as "Expand productive sustainable community alliances." These are achieved as explained above.

FUNDING REQUEST (Business Office Use)

FINANCE COMMITTEE ACTION

New _____ Renewal x

Date: 5/1/19

Prior Year Budget 1,400.00

Vote: 0 Yes 3 No 0 Abst.

Date Rec'd 4/17/19 Acct. No. 8021

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Pizza \$9 pizza plus tax, serves 6 (plus vegan pizza) \$10.00 plus tax 50 regular pizzas x \$9 and 10 vegan x \$10 plus tax \$616 per day for a total of \$1232 for both days For participants, volunteers and candidates	\$ 1232
2.	Cookies for 300 people Vons 30 cookies for \$10 \$300 per day for both days For participants, volunteers and candidates	\$ 600
3.	Water from Brahma Café Water in 5 gal container (use 100 water cups) \$10 per 100 \$20 total for two days	\$40.00
4.	Breakfast for 30 volunteers plus coffee for both days from Brahma Café \$220 per day	\$ 440.00
5.	Sign language interpreters (often the college says they don't have anyone to provide this service) Sign language interpreters for 5.5 hours \$715 per semester for two interpreters (they need to take breaks every fifteen minutes)	\$1430.00
		\$
TOTAL ASO REQUEST		\$3742

NOTE: All approved requests involving fund raising and/or using campus facilities must complete appropriate forms and obtain required approval prior to the date of the event. Items not on the project justification or this detailed breakdown of costs are not considered approved by ASO and must be submitted to ASO prior to purchase.

