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ASO  
BUDGET BOOK  
FISCAL YEAR 2021-2022

ROLF SCHLEICHER  
VICE PRESIDENT

MAY 31, 2021

**LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION**

**BUDGET BOOK**

**FISCAL YEAR 2021-2022**



**ROLF SCHLEICHER  
VICE PRESIDENT  
MAY 31, 2021**

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Reported and Submitted by Pardaman Mann  
Pardaman Mann, Accounting Tech Supervisor

The budget of the Associated Students of Los Angeles Pierce College 2021-2022 school year, commencing July 1, 2021, was approved by the Finance Committee on May 19, 2021 in the amount of \$175,000 and it was tendered for ASO Senate approval on May 25, 2021.

For the Finance Committee:

Janelly Gutierrez-Morales (Jun 11, 2021 08:30 PDT)  
Janelly Gutierrez Morales, ASO Treasurer

The budget was approved by the Senate on May 25, 2021 in the amount of \$175,000. 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 June 9, 2021, for his concurrence.

For the Senate:

EinnaMarie Macavinta (Jun 14, 2021 08:57 PDT)  
EinnaMarie Macavinta, ASO Vice-President

Approval of the budget is recommended:

|                                                  |         |                                                 |         |
|--------------------------------------------------|---------|-------------------------------------------------|---------|
| 1. <u>Jamie Crespin (Jun 14, 2021 12:36 PDT)</u> | 6/14/21 | 2. <u>Lara Conrady (Jun 14, 2021 12:51 PDT)</u> | 6/14/21 |
| Jamie Crespin, ASO President                     | Date    | Lara Conrady, ASO Advisor                       | Date    |

The budget is approved:

Rolf Schleicher 6/15/21  
Alexis Montevirgen, President L.A. Pierce College & Date  
Associated Student Organization Trustee





# Budget Book Signatures 2

Final Audit Report

2021-06-15

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-06-15                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAn1MfcNc6isRy0qkwrGJlvFoZ29GfwxD5 |

## "Budget Book Signatures 2" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
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Signature Date: 2021-06-15 - 11:57:35 PM GMT - Time Source: server- IP address: 207.233.45.7
-  Agreement completed.  
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**Los Angeles Pierce College  
Associated Students Organization  
SENATE MEETING MINUTES  
*May 25, 2021*  
1:00 P.M. – 3:00 P.M. – Senate Meeting  
Zoom (visit ASO website – Student Events tab for link)**

**Welcome**

**Call to Order**

**Roll Call**

- President Jamie Crespin - present
- Vice President EinnaMarie Macavinta - present
- Treasurer Janelly Gutierrez Morales - present
- Club Council President Sofia Zaragoza - present
- Senator Adrian Altarejos - present
- Senator Dani Torralba - present
- Senator Diana Zavala - present
- Senator Jacarra Knowles - present
- Senator Loucin Chrikjian - present
- Senator Mahnia Mohebbi - present
- Senator Maria Oorloff - present
- Senator Olivia Buchbinder - present
- Senator Rosmelle Melgar - present
- Senator Ruanne Catapang - present
- Senator Savannah Booker – excused (participatory committee)
- Senator Shira Ben-Ami – left early (1:25 pm)
- Senator Sierra Bledsoe - present

- Advisor Dr. Astorga - present
- Advisor Dr. Conrady - present
- Advisor Jeremy Mason - present

**Public Requests to Address the Senate (3-minute 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)

- No public requests.

**Discussion Items (5-minute limit):**

1. Student Health Center Weekly Update - Student Health Center Staff
  - a. Kira Shteyman - Thanked the senate for allowing the health center to come weekly and provide updates. She also thanked the Senate and the Student Health Advisory Committee for cooperating with events. She asked if ASO meets during the summer.
  - b. Dr. Conrady – Stated that ASO does not meet during the summer and meetings will begin the second week of fall. If the ASO hosts a special meeting during the summer, she will let the health center know.
  - c. Kira Shteyman – Stated the health center plans to continue weekly updates next semester. The health center is still planning to open virtually but does not know if July 15th will be the date, since the district office has not yet provided any instruction.

- d. Senator Olivia Buchbinder – Thanked the health center for all their hard work and for giving the ASO a chance to collaborate.
  - e. Kira Shteyman – Agreed that the collaborative efforts were great and she appreciated the opportunities. She wished the graduating students good luck and hopes to see the students that are staying in the future.
2. Upcoming Event Proposal - Shira Ben Ami and Netta Nakash
- a. Senator Shira Ben-Ami - Reminded everyone of the event that she hosted last semester about raising awareness of anti-Semitism. She stated that anti-Semitism is at an almost all-time high. She hopes to work with Netta Nakash to create an event to raise more awareness and create a safe space individuals to connect and discuss this problem. They also want to educate others on what anti-Semitism looks like. They would like support and feedback from the senate for this event. June 28th is the hopeful date for this event.
  - b. Netta Nakash – Stated she originally they hoped to host a panel with individuals that have experienced anti-Semitism, inform others what it looks like, and discuss methods for providing assistance to combat against anti-Semitism.
  - c. Dr. Lara Conrady – Stated the Diversity Committee and Clubs are not active on campus during the summer. There are some approvals that will need to happen just because of the timing for this event since this will be taking place after the semester has ended. Stated that the team will figure out how to make this event happen.
  - d. Senator Olivia Buchbinder – Stated she liked the event that was hosted last semester and feels that it was well-received. She believes even with there being sensitive topics, the presentation was effective for approaching these topics.

- e. Senator Shira Ben-Ami – Stated that if anyone is interested in joining to assist, they can reach out to her or Netta Nakash.
  - f. Netta Nakash – Stated that they hope that this event will be open to the public. They spoke with the organization that they wish to work with but they will need to make sure that they receive proper approval first prior to making it open to the public.
3. IHRA Bill: Update - Netta Nakash
- a. Netta Nakash – Is requesting an update from the ASO about the bill she presented earlier in the semester. She stated that she spoke with Trustee Hoffman and she is currently writing a bill and will be working with Netta Nakash and her colleagues on getting the bill passed district-wide. She is currently asking for any updates from ASO on the progress of the bill.
  - b. Vice President EinnaMarie Macavinta – Stated that ASO does not have the ability to approve bills, as ASO only approves resolutions.
  - c. Dr. Lara Conrady – Clarified that ASO does not approve bills and can only pass resolutions. ASO would need to draft the resolution and pass it at an ASO senate meeting – either a special meeting in the summer or the first meeting in the fall semester as an action item.
  - d. Senator Olivia Buchbinder – Requested more information on the importance of this proposed bill.
  - e. Netta Nakash – Stated that the IRA Bill provides a guideline on identifying anti-Semitism. A number of individuals do not know what anti-Semitism is and this is especially important given the current conflict in Israel. The bill provides 7 examples of anti-Semitism and examples of what is not anti-

Semitism. Education is important for being able to identify and combat anti-Semitism.

**Action Items:**

1. S21-11 — 2021-2022 ASO Budget Request
  - a. Finance Committee recommends *YES*
  - b. Senator Rosmelle Melgar moved to open action item. Motion seconded.
  - c. Jeremy Mason – Stated that this item was discussed during the past two Finance Committee meetings. There was a total of 40 budget requests that totaled to approximately \$300,000. The Finance Committee was able to reduce the final budget to fall within the projected budget of \$175,000, provided by the Budget Committee. Dr. Lara Conrady shared on screen the list of items, funds requested, final vote to approve or not approve each individual item, and the final approved budget for each line item.
  - d. Senator Rosmelle Melgar moved to vote on action item. Motion seconded.
  - e. Roll Call Vote
    - i. President Jamie Crespin - yes
    - ii. Treasurer Janelly Gutierrez Morales - yes
    - iii. Club Council President Sofia Zaragoza - yes
    - iv. Senator Adrian Altarejos - yes
    - v. Senator Dani Torralba - yes
    - vi. Senator Diana Zavala - yes
    - vii. Senator Jacarra Knowles - yes
    - viii. Senator Loucin Chrikjian - yes
    - ix. Senator Mahnia Mohebbi - yes
    - x. Senator Maria Oorloff - yes
    - xi. Senator Olivia Buchbinder - yes
    - xii. Senator Rosmelle Melgar - yes
    - xiii. Senator Ruanne Catapang - yes
    - xiv. Senator Savannah Booker – yes
    - xv. Senator Shira Ben-Ami – did not vote (left early)
    - xvi. Senator Sierra Bledsoe – yes

f. Vote passes – 15 yes, 0 no, 0 abstain, 1 did not vote

**Reports:**

Executive Officers

ASO President – Jamie Crespín

- Thanked everyone for a great year. Stated that the team has done an amazing job making a difference on campus for the students.

ASO Vice President – EinnaMarie Macavinta

- Stated that West Los Angeles College held their AAPI event last week and Senator Adrian Altarejos attended with her. She also reminded senators to submit their timesheets by Friday.

ASO Treasurer – Janelly Gutierrez Morales

- Nothing to report.

ASO Club Council President – Sofia Zaragoza

- Informed the senate that she was so pleased to work with everyone and wished everyone good luck on their future accomplishments.

Advisors

Dean Juan Carlos Astorga

- Welcomed all the guests to the Senate Meeting. Stated he was happy to see everyone come to the meeting and get engaged. He welcomed individuals, as we return to campus, to get more involved on campus such as joining clubs or getting connected. He encouraged students to utilize the resources available to them such as tutoring. He also encouraged students to reach out for help and assistance. The ASO advisor team is here to help



students. He thanked the ASO leaders for all their hard work and efforts. They were consistent and active in the participatory governance meetings. He wished everyone the best of luck on their finals and recommended for them to take care of themselves.

Dr. Lara Conrady Wong

- Thanked Dr. Astorga for his leadership. She stated that she is proud of the ASO leaders and encouraged them to keep working hard. She wished the students good luck on their final exams. Specially thanked the executive board on their hard work throughout the year. She thanked the committee members for their hard work. She the Student Health Advisory Committee to stay connected with the health center and encourage them to continue with weekly updates and collaborations.

Jeremy Mason

- Stated that the senator applications will be reopening soon and that all are welcome to apply. He stated that he is proud of the student leaders and commended them on their hard work throughout the semester. He wished all the students good luck on their future endeavors. Additionally, he encouraged both returning students and transferring students to stay connected and reach out if they need help.

### ASO Committees

- Publicity Committee (Senator Sierra Bledsoe) – She stated her appreciation for all the student leaders and their efforts. The Publicity Committee stated its appreciation for all the effort that students put into developing flyers, getting students engaged, and providing information. The committee did reach its goal of 2,000 followers on social media. The committee is still organizing the information on transferring and graduating students to provide for a celebratory endeavor on the social media pages.
- SHAC (Senator Olivia Buchbinder) – Senator Olivia Buchbinder stated her appreciation for being able to work this amazing team.
-

## Participatory Committees

- Student Success Committee (Senator Diana Zavala) – The committee reported that there is an upcoming QPR training opportunity. QPR is a suicide prevention training. The committee will like to expend the funds for the mental health awareness grant before Beth Benne leaves. Individuals that receive training in QPR will be able to provide training programs for students. The committee also conducted a review and evaluation to measure its success in helping students. The committee also provided ASO with a commendation because of the level of support ASO provides to students to help them succeed. The committee believes that it is moving along on a good path in its evaluation.
- Curriculum Committee (Senator Maria Oorloff) – The committee approved the consent calendar and also discussed some courses for spring 2022. The committee hosted a farewell party for two members that are leaving.

## **Announcements:**

- No announcements.

## **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.*

- Senator Adrian Altarejos – Stated that he attended the AAPI event hosted by West Los Angeles College last week. He stated that the guest speakers did a great job of describing ways of eliminated Asian hate and create a better society. The student leaders of West Los Angeles College also asked some very insightful questions to the panel to better help the community and decrease hate in the country.

**Adjournment at 2:00 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.

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
FINANCE COMMITTEE MEETING  
MINUTES  
May 19, 2021

The meeting will be called to order by the chairperson at **2:42 P.M** via **Zoom**:

<https://laccd.zoom.us/j/96258842990?pwd=dDBKU01GMzc5MXE5WWVBeG1ud0wyUT09>

Meeting ID: 962 5884 2990

Passcode: 923144

1. A legal quorum of two students and the Dean of Student Engagement or designate will be present as follows:
  - a. Janelly Gutierrez-Morales, ASO Treasurer - Present
  - b. Jacarra Knowles, ASO Representative - Present
  - c. Jamie Crespin, ASO President – Absent
  - d. Lara Conrady Wong, ASO Advisor/Counselor/Coordinator – Absent
  - e. Pardaman Mann, Accounting Tech Supervisor – Present
  - f. Lucy Chrikjian - Senator

2. OPEN FORUM- The public may speak only during the open forum. Public comments are limited to 2 (two) minutes/speaker

- a. None

3. **FINANCE REQUEST S21-11**: A motion was made by Lara Conrady, seconded by Jacarra Knowles, and carried 3 yes, 0 no, 0 abst. to open for discussion ASO Budget for Fiscal Year 2021-2022.

Lara Conrady-Wong moved to vote on finance request item S21-11, Jacarra Knowles seconded, the motion and carried 3 yes, 0 no, 0 abst. to approve ASO funds in the amount of \$175,000.00 for the Fiscal Year 2021-2022 budget development.

Vote: aye Janelly Gutierrez-Morales; aye Jacarra Knowles; aye Lara Conrady-Wong

4. MEETING ADJOURNED 3:45 P.M

Submitted by,

Janelly Gutierrez-Morales, ASO 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's 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.

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

## 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.

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

## 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 (1) 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.

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

## 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:   
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.

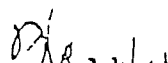
Any purchase from ASO funds that makes use of any campus utility or requires campus upkeep or maintenance must be cleared by the building and grounds administrator prior to issuance of a purchase order by the CFA.

HR:WL:cg

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

we verify. For ASO or purchaser  
obtained 2 bids. We don't get  
bids ourselves.

XXIII





los angeles  
**Pierce COLLEGE**

TO: Members of Pierce College Associated Student Body Community

FROM: Rolf Schleicher, Vice President

SUBJECT: 2021-2022 ASO Budget Requests

The LA Pierce College Association Student Organization (ASO) has begun the budgeting process for the 2020-2021 Fiscal Year. All College offices and organizations may submit a request to the ASO for funds to support special projects which benefit the LA Pierce College Student Body. ASO Funds are collected from students to offer extracurricular and student engagement activities and programs.

The 2021-2022 ASO Budget Request Form is attached for your use. Please prepare a separate request form for each program, project, event or item. Please do not exceed 2 pages for attachments/extra documentation. These requests must be emailed to the Business Office **on or before Thursday, April 22, 2021** to be included in the ASO Finance Committee budget deliberations. Please plan ahead so you can obtain needed review and approvals.

**SUBMISSION DETAILS:**

- ASO Budget Requests must align with the college mission and goals.
- On the ASO 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 2021 REQUESTS ONLY!** Pending any changes to the LA Pierce College ASO Constitution, funding requests for activities which occur prior to October 31, 2021, will be reviewed/awarded by the 2021-2022 ASO Finance Committee, before June 30, 2021. *Submit request for funds needed after October 31, 2021 to the ASPO after July 1, 2021.*
- **NO SPRING 2022 REQUESTS AT THIS TIME!** Requests for events/programs which will occur after October 31, 2021 will be reviewed and acted upon by the 2021-2022 ASO Finance Committee. *Submit request for funds needed after October 31, 2021 to the ASO after July 1, 2021.*
- **ASO Clubs requests are not to be submitted at this time and can only be submitted after the club's charter is approved in the 2021-2022 academic year.**

**PROVIDE DETAIL COST BREAKDOWN:** In the preparation of the cost breakdown listed on the second page of the 2021-2022 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/asos/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 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 the 2021-2022, 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 please contact Abraham Papazian ([papazia@piercecollege.edu](mailto:papazia@piercecollege.edu) ), or Pardamann Mann ([mannps@piercecollege.edu](mailto:mannps@piercecollege.edu)).

CC:

Dr. Alexis Montevirgen, LA Pierce College President  
Jamie Crespin, ASO President  
Janelly Gutierrez Morales, ASO Treasurer  
Dr. Juan Carlos Astorga, Dean, Student Engagement

Dr. Lara Conrady Wong, ASO Advisor & Student  
Engagement Coordinator  
Jeremy Mason, Student Services Assistant, Student  
Engagement  
Members of the ASO Finance Committee

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 \_\_\_\_\_

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 \_\_\_\_\_

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

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: \_\_\_\_\_

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|--------------------------|--------------------------------------------------------------------------------------------------|----------------|
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | \$             |

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.

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## Budget Requests

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|                                |     |
|--------------------------------|-----|
| ASO Student Services Assistant | 115 |
|--------------------------------|-----|

ASO BUDGET 2021-2022

| <u>ACCT. NO.</u> | <u>ACCOUNT TITLES</u>                                                  | <u>AMOUNT</u>    |
|------------------|------------------------------------------------------------------------|------------------|
| <br>             |                                                                        |                  |
| ASO OPERATIONS   |                                                                        |                  |
| 7001             | ASO Supplies                                                           | 5,000.00         |
| 7002             | ASO President's Expenses                                               | 1,000.00         |
| 7004             | ASO Officer and Senator Leadership Training                            | 10,000.00        |
| 7005             | ASO Advisor Professional dev. /Training                                | 4,500.00         |
| 7006             | ASO Publicity Committee                                                | 5,000.00         |
| 7007             | ASO Rules/Lobby Committee                                              | 500.00           |
| 7008             | ASO Elections Committee                                                | 1,500.00         |
| 7010             | ASO Club Leadership Training                                           | 5,000.00         |
| 7014             | Business Office Supplies/Equipment/Overhead                            | 5,000.00         |
| 7016             | ASO Clerk Salary                                                       | 6,000.00         |
| 7019             | ASO Programming Board of Events                                        | 15,000.00        |
| 7020             | ASO Commencement Fund                                                  | 13,000.00        |
| 7021             | ASO Officer and Senator – Attire and Meeting<br>Organization Materials | 7,500.00         |
| 7022             | ASO Advisor Discretionary Expense                                      | 3,000.00         |
| 7023             | ASO Peer2Peer Program Support                                          | <u>10,000.00</u> |
|                  | TOTAL ASO OPERATIONS:                                                  | 92,000.00        |
| <br>             |                                                                        |                  |
| AWARDS           |                                                                        |                  |
| 7104             | Matt Phelps Memorial Club Leadership Award                             | 850.00           |
| 7109             | Rodney Allen Staff Excellence Award                                    | 600.00           |
| 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                                                           | 6,550.00         |



**BANQUETS**

|      |                            |                 |
|------|----------------------------|-----------------|
| 7204 | Student Leadership Banquet | 3,000.00        |
|      | <b>TOTAL BANQUETS</b>      | <b>3,000.00</b> |

**CONTINGENCY**

|      |                               |                 |
|------|-------------------------------|-----------------|
| 7323 | ASO Contingency Account       | <u>8,750.00</u> |
|      | <b>TOTAL CONTINGENCY ACCT</b> | <b>8,750.00</b> |

**CULTURAL, ARTISTIC & LITERARY SUPPORT**

|      |                                               |                  |
|------|-----------------------------------------------|------------------|
| 7600 | ASO Social/Cultural Committee                 | 5,000.00         |
| 7604 | Multicultural Week Workshop                   | 1,800.00         |
| 7615 | Student T-Shirt Design Contest                | <u>6,000.00</u>  |
|      | <b>TOTAL CULTURAL, ART, LITERARY SUPPORT:</b> | <b>12,800.00</b> |

**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                            | 6,000.00        |
| 7807 | Dr. Dixon-Peter's Student Leadership & Social. | <u>5,000.00</u> |

**TOTAL CLUB AND COMMUNITY SUPPORT** 27,000.00

**CO-CURRICULAR AND EXTRACURRICULAR SUPPORT**

|      |                                            |           |
|------|--------------------------------------------|-----------|
| 8001 | ASO Dream Resource Center Support          | 2,000.00  |
| 8002 | International Student Services/Orientation | 150.00    |
| 8006 | Game Day-International Student Services    | 250.00    |
| 8026 | Brahma Leadership Society                  | 10,000.00 |
| 8027 | Brave Bystander Intervention Programming   | 10,000.00 |
| 8055 | Child Development Center                   | 1,000.00  |
| 8064 | ASO Student Health Advisory Committee      | 1,500.00  |

**TOTAL EXTRACURRICULAR SUPPORT:** 24,900.00

**Grand Total** 175,000.00

**ASO BUDGET 2021-2022**

| <u>ACCT. NO.</u>          | <u>ACCOUNT TITLES</u>                                                  | <u>AMOUNT</u>    |
|---------------------------|------------------------------------------------------------------------|------------------|
| <br><b>ASO OPERATIONS</b> |                                                                        |                  |
| 7001                      | ASO Supplies                                                           | 5,000.00         |
| 7002                      | ASO President's Expenses                                               | 1,000.00         |
| 7004                      | ASO Officer and Senator Leadership Training                            | 10,000.00        |
| 7005                      | ASO Advisor Professional dev. /Training                                | 4,500.00         |
| 7006                      | ASO Publicity Committee                                                | 5,000.00         |
| 7007                      | ASO Rules/Lobby Committee                                              | 500.00           |
| 7008                      | ASO Elections Committee                                                | 1,500.00         |
| 7010                      | ASO Club Leadership Training                                           | 5,000.00         |
| 7014                      | Business Office Supplies/Equipment/Overhead                            | 5,000.00         |
| 7016                      | ASO Clerk Salary                                                       | 6,000.00         |
| 7019                      | ASO Programming Board of Events                                        | 15,000.00        |
| 7020                      | ASO Commencement Fund                                                  | 13,000.00        |
| 7021                      | ASO Officer and Senator – Attire and Meeting<br>Organization Materials | 7,500.00         |
| 7022                      | ASO Advisor Discretionary Expense                                      | 3,000.00         |
| 7023                      | ASO Peer2Peer Program Support                                          | <u>10,000.00</u> |
|                           | <b>TOTAL ASO OPERATIONS:</b>                                           | <b>92,000.00</b> |
| <br><b>AWARDS</b>         |                                                                        |                  |
| 7104                      | Matt Phelps Memorial Club Leadership Award                             | 850.00           |
| 7109                      | Rodney Allen Staff Excellence Award                                    | 600.00           |
| 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>  |
|                           | <b>TOTAL AWARDS</b>                                                    | <b>6,550.00</b>  |

**BANQUETS**

|             |                                   |                 |
|-------------|-----------------------------------|-----------------|
| <b>7204</b> | <b>Student Leadership Banquet</b> | <b>3,000.00</b> |
|             | <b>TOTAL BANQUETS</b>             | <b>3,000.00</b> |

**CONTINGENCY**

|             |                                |                        |
|-------------|--------------------------------|------------------------|
| <b>7323</b> | <b>ASO Contingency Account</b> | <b><u>8,750.00</u></b> |
|             | <b>TOTAL CONTINGENCY ACCT</b>  | <b>8,750.00</b>        |

**CULTURAL, ARTISTIC & LITERARY SUPPORT**

|             |                                               |                        |
|-------------|-----------------------------------------------|------------------------|
| <b>7600</b> | <b>ASO Social/Cultural Committee</b>          | <b>5,000.00</b>        |
| <b>7604</b> | <b>Multicultural Week Workshop</b>            | <b>1,800.00</b>        |
| <b>7615</b> | <b>Student T-Shirt Design Contest</b>         | <b><u>6,000.00</u></b> |
|             | <b>TOTAL CULTURAL, ART, LITERARY SUPPORT:</b> | <b>12,800.00</b>       |

## 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                            | 6,000.00        |
| 7807 | Dr. Dixon-Peter's Student Leadership & Social. | <u>5,000.00</u> |

**TOTAL CLUB AND COMMUNITY SUPPORT** 27,000.00

## CO-CURRICULAR AND EXTRACURRICULAR SUPPORT

|      |                                            |           |
|------|--------------------------------------------|-----------|
| 8001 | ASO Dream Resource Center Support          | 2,000.00  |
| 8002 | International Student Services/Orientation | 150.00    |
| 8006 | Game Day-International Student Services    | 250.00    |
| 8026 | Brahma Leadership Society                  | 10,000.00 |
| 8027 | Brave Bystander Intervention Programming   | 10,000.00 |
| 8055 | Child Development Center                   | 1,000.00  |
| 8064 | ASO Student Health Advisory Committee      | 1,500.00  |

**TOTAL EXTRACURRICULAR SUPPORT:** 24,900.00

**Grand Total** 175,000.00



# ASO OPERATIONS

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:34 PDT)

**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 and for supplies or furnishings for the ASO officer areas. 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 4000.00

Date Rec'd 04/14/21 Acct. No. 7001

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 5000.00










# ASO Project Funding Request Form 2021 ASO Office Supplies and Equipment

Final Audit Report

2021-04-21

|                 |                                             |
|-----------------|---------------------------------------------|
| Created:        | 2021-04-21                                  |
| By:             | Jeremy Mason (masongk@piercecollege.edu)    |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAATly04WPnWVq-vSPllrH-sFXKvkSXS6- |

## "ASO Project Funding Request Form 2021 ASO Office Supplies and Equipment" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:13:58 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:14:09 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:34:12 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:34:18 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:34:18 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:37 PDT)

**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 1000.00  
 Date Rec'd 04/14/21 Acct. No. 7002

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 1000.00








# ASO Project Funding Request Form 2021 ASO Presidents Expense

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAATzEra2rGN592VMcaDBZexGDGMGhQ_2SV |

## "ASO Project Funding Request Form 2021 ASO Presidents Expense" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:33:00 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:33:15 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:37:50 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:37:56 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:37:56 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:36 PDT)

**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 to host leadership retreats. Funds will cover 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 10000.00

Date Rec'd 04/14/21 Acct. No. 7004

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 10000.00








# ASO Project Funding Request Form 2021 ASO Officer and Senator Leadership Training

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAjCYemtP9eoqaR9puf-ZvnT7rIDBhnXUa |

## "ASO Project Funding Request Form 2021 ASO Officer and Senator Leadership Training" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:29:09 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:29:20 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:35:59 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:36:05 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:36:05 PM GMT



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:25 PDT)

**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 6000.00

Date Rec'd 04/14/21 Acct. No. 7005

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 4500.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost     |
|--------------------------|--------------------------------------------------------------------------------------------------|--------------------|
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
|                          |                                                                                                  | \$                 |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | \$<br><b>6,000</b> |

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 Project Funding Request Form 2021 ASO Advisor Professional Development and Training

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAC0z73g4Ock_vAZkEiD6ncuZnjMSJAD-K |

## "ASO Project Funding Request Form 2021 ASO Advisor Professional Development and Training" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:55:59 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:56:20 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:25:07 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:25:15 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:25:15 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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) \$ 5,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:38 PDT)

**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 associated with publicizing the ASO, its clubs and its events, including purchasing of marketing materials, printing costs, and covering 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 5000.00

Date Rec'd 04/14/21 Acct. No. 7006

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 5000.00








# ASO Project Funding Request Form 2021 ASO Publicity Committee

Final Audit Report

2021-04-21

|                 |                                             |
|-----------------|---------------------------------------------|
| Created:        | 2021-04-21                                  |
| By:             | Jeremy Mason (masongk@piercecollege.edu)    |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAAdRVrHzxFAGFBLEKym-pJul-xD8Sr3Ny |

## "ASO Project Funding Request Form 2021 ASO Publicity Comm ittee" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:34:50 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:35:04 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:38:41 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:38:47 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:38:47 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:35 PDT)

**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 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 04/14/21 Acct. No. 7007

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 500.00










# ASO Project Funding Request Form 2021 ASO Rules and Lobby Committee

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAjilXM8JPgxBBh5lrPOid7-HllphZs7Ya |

## "ASO Project Funding Request Form 2021 ASO Rules and Lobby Committee" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:35:48 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:36:00 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:39:00 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:39:06 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:39:06 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:34 PDT)

**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. Budget will also be used to reimbursement candidates for campaign expenses.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X  
 Prior Year Budget 1500.00  
 Date Rec'd 04/14/21 Acct. No. 7008

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 1500.00








# ASO Project Funding Request Form 2021 ASO Elections Committee

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAo36T6PuqaY0-HqITtp-9Na-yH6yo03cR |

## "ASO Project Funding Request Form 2021 ASO Elections Committee" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:13:09 PM GMT - IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:13:20 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:33:59 PM GMT - IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:34:05 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:34:05 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 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) \$ 5,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:26 PDT)

**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 ASO club leaders 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 4000.00

Date Rec'd 5000.00 Acct. No. 7010

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 5000.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost    |
|---------|--------------------------------------------------------------------------------------------------|-------------------|
|         | Training Materials                                                                               | \$<br>2500        |
|         | Refreshments                                                                                     | \$<br>2500        |
|         |                                                                                                  | \$                |
|         |                                                                                                  | \$                |
|         |                                                                                                  | \$                |
|         |                                                                                                  | \$                |
|         |                                                                                                  | \$                |
|         |                                                                                                  | \$                |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$<br><b>5000</b> |

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 Project Funding Request Form 2021 ASO Club Leadership Training

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAe6aRGERu9ri-exZEh1g3KRCd68vXURij |

## "ASO Project Funding Request Form 2021 ASO Club Leadership Training" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:09:05 PM GMT - IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:09:17 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:26:38 PM GMT - IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:26:43 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:26:43 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 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 *Rolf Schlicher*  
Name/Signature

Strategic Goal Alignment (select from drop-down menu): B.1 improve financial reporting process

Narrative Justification for funding – please be very detailed.

As required to purchase software, ASO forms, labels, 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 document storage.

**FUNDING REQUEST (Business Office Use)**  
 New \_\_\_\_\_ Renewal \_\_\_\_\_  
 Prior Year Budget 4000.00  
 Date Rec'd 04/14/21 Acct. No. 7014

**FINANCE COMMITTEE ACTION**  
 Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 5000.00



| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost                        | Estimated Cost |
|---------|-------------------------------------------------------------------------------------------------------------------------|----------------|
| 1       | ASO Checks, requisitions, contracts agreements, labels, files, papers, forms, printer cartridges, misc. office supplies | \$<br>\$2500   |
| 2       | Office Equipment/Replacement, scanner, scanning license, software                                                       | \$<br>\$4000   |
| 3       | Refreshments for ASO training                                                                                           | \$<br>\$500    |
|         |                                                                                                                         | \$             |
|         |                                                                                                                         | \$             |
|         |                                                                                                                         | \$             |
|         |                                                                                                                         | \$             |
|         |                                                                                                                         | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                                                | \$<br>\$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.






# ASO Project Funding Request Form-Business Office

Final Audit Report

2021-03-30

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-03-30                                   |
| By:             | Pardaman Mann (mannps@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAG-FXLLDB_IFO-bCe7tdNJHHyKbguFUGK |

## "ASO Project Funding Request Form-Business Office" History

-  Document created by Pardaman Mann (mannps@piercecollege.edu)  
2021-03-30 - 2:41:45 AM GMT- IP address: 76.167.88.226
-  Document emailed to Rolf Schleicher (schleir@piercecollege.edu) for signature  
2021-03-30 - 2:42:56 AM GMT
-  Email viewed by Rolf Schleicher (schleir@piercecollege.edu)  
2021-03-30 - 4:04:43 AM GMT- IP address: 23.243.2.71
-  Document e-signed by Rolf Schleicher (schleir@piercecollege.edu)  
Signature Date: 2021-03-30 - 4:06:08 AM GMT - Time Source: server- IP address: 23.243.2.71
-  Agreement completed.  
2021-03-30 - 4:06:08 AM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:26 PDT)

**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 6000.00  
 Date Rec'd 04/14/21 Acct. No. 7016

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 6000.00








# ASO Project Funding Request Form 2021 ASO Clerk Salary

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAJLUQvniJU-7MwyGHbGGZuv3xLDWpM5cB |

## "ASO Project Funding Request Form 2021 ASO Clerk Salary" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:59:22 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:59:34 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:25:46 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:26:00 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:26:00 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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) \$ 15,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:38 PDT)

**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 is used to provide 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 10000.00  
 Date Rec'd 04/14/21 Acct. No. 7019

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 15000.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost      |
|--------------------------|--------------------------------------------------------------------------------------------------|---------------------|
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
|                          |                                                                                                  | \$                  |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | \$<br><b>15,000</b> |

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 Project Funding Request Form 2021 ASO Programming Board of Events

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAGW4uGUN_D1abB_zgLCSpuFBscQaW1jsS |

## "ASO Project Funding Request Form 2021 ASO Programming Board of Events" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:33:57 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:34:16 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:38:25 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:38:33 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:38:33 PM GMT



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 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) \$ 13,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:55 PDT)

**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 to purchase paper for graduate handouts at graduation and ribbon ties.

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

Funds can be used to supplement campus expenses to fund commencement.

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 10000.00

Date Rec'd 04/14/21 Acct. No. 7020

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 13000.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost   |
|--------------------------|--------------------------------------------------------------------------------------------------|------------------|
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | <b>\$ 13,000</b> |

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 Project Funding Request Form 2021 ASO Commencement Funds

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAALCZ2pG_yapHQ_jq0QpwNHZCJk2uaOcD8 |

## "ASO Project Funding Request Form 2021 ASO Commencement Funds" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:10:12 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:10:23 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:33:15 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:33:21 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:33:21 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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) \$ 7,500 Estimated cost/Student \$ \_\_\_\_\_  
 Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:35 PDT)

**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. Items include but are 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 7500.00  
 Date Rec'd 04/14/21 Acct. No. 7021

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 7500.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost  |
|--------------------------|--------------------------------------------------------------------------------------------------|-----------------|
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
|                          |                                                                                                  | \$              |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | <b>\$ 7,500</b> |

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 Project Funding Request Form 2021 ASO Officer and Senator - Attire and Meeting Organization Materials

Final Audit Report

2021-04-21

|                 |                                             |
|-----------------|---------------------------------------------|
| Created:        | 2021-04-21                                  |
| By:             | Jeremy Mason (masongk@piercecollege.edu)    |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAkK_K6hwG5wtSDQSMIAwHzFIZ1BmR2avx |

## "ASO Project Funding Request Form 2021 ASO Officer and Senator - Attire and Meeting Organization Materials" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:28:13 PM GMT - IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:28:23 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:35:39 PM GMT - IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:35:46 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:35:46 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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) \$ 3,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:24 PDT)

**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 4000.00

Date Rec'd 04/14/21 Acct. No. 7022

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 3000.00










# ASO Project Funding Request Form 2021 ASO Advisor Discretionary Expense

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAARS9CQydmsGGPay5h7eK6kSX78rQ4oHdt |

## "ASO Project Funding Request Form 2021 ASO Advisor Discretionary Expense" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:54:49 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:55:03 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:24:47 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:24:54 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:24:54 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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) \$ 10,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:37 PDT)

**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 Mentor Program is funded through SEA, which is very detailed and specific with regards to how funds are utilized. Funds will cover such items as apparel, printing, decorations for events, food, supplies, recognition items, year-end celebrations, and gift cards.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X

Prior Year Budget 8000.00

Date Rec'd 04/14/21 Acct. No. 7023

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 10000.00

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

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 Project Funding Request Form 2021 ASO Peer 2 Peer Program Support

Final Audit Report

2021-04-21

|                 |                                             |
|-----------------|---------------------------------------------|
| Created:        | 2021-04-21                                  |
| By:             | Jeremy Mason (masongk@piercecollege.edu)    |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAAsnGTiWP7-2v4DVPhEkF2qK9frjYrYNI |

## "ASO Project Funding Request Form 2021 ASO Peer 2 Peer Program Support" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:31:30 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:31:40 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:37:13 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:37:28 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:37:28 PM GMT



# CONFERENCE & AWARDS



| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Scholarship amount                                                                               | \$750          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$ 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.








# ASO Project Funding Request Form 2021 Matt Phelps Memorial Club Leadership Award

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercedcollege.edu)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA6C8UmvkdPG2PXq1A0Dyw60AQZDimEkT1 |

## "ASO Project Funding Request Form 2021 Matt Phelps Memorial Club Leadership Award" History

-  Document created by Jeremy Mason (masongk@piercedcollege.edu)  
2021-04-21 - 11:44:13 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercedcollege.edu) for signature  
2021-04-21 - 11:44:26 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercedcollege.edu)  
2021-04-21 - 11:44:55 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercedcollege.edu)  
Signature Date: 2021-04-21 - 11:45:00 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:45:00 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Rodney Allen Staff Excellence 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) \$ 600 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:46 PDT)

**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 staff member 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 0 \_\_\_\_\_  
 Date Rec'd 04/14/21 Acct. No. 7109 \_\_\_\_\_

**FINANCE COMMITTEE ACTION**

Date: 05/19/21 \_\_\_\_\_  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 600.00 \_\_\_\_\_

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost  |
|---------|--------------------------------------------------------------------------------------------------|-----------------|
|         | Award                                                                                            | \$500           |
|         | Trophy                                                                                           | \$100           |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 6,000</b> |

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 Project Funding Request Form 2021 Rodney Allen Staff Excellence Award

Final Audit Report

2021-04-21

|                 |                                             |
|-----------------|---------------------------------------------|
| Created:        | 2021-04-21                                  |
| By:             | Jeremy Mason (masongk@piercecollege.edu)    |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAecPgdlXvmyqwMq6b5ufotrEn_OU8OW0K |

## "ASO Project Funding Request Form 2021 Rodney Allen Staff Excellence Award" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:46:12 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:46:22 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:46:46 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:46:52 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:46:52 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:43 PDT)

**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. 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 04/14/21 Acct. No. 7151

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

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 |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Scholarship                                                                                      | \$750          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 850</b>  |

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 Project Funding Request Form 2021 Eleany Busta Outstanding ASO Service Award

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercollege.edu)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAQPIX0TONy5Ke0NdiYNTtS8HrQgj5agih |

## "ASO Project Funding Request Form 2021 Eleany Busta Outstanding ASO Service Award" History

-  Document created by Jeremy Mason (masongk@piercollege.edu)  
2021-04-21 - 11:43:26 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercollege.edu) for signature  
2021-04-21 - 11:43:38 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
2021-04-21 - 11:43:44 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
Signature Date: 2021-04-21 - 11:43:49 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:43:49 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION

# 2021-2022 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: 8 years Students Served \_\_\_\_\_

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

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:36 PDT)

**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 recognizes an outstanding student that has excelled in academics as well as campus community service. Winner must be a current paid ASO member. Potential recipients must be nominated by a 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 04/14/21 Acct. No. 7152

### FINANCE COMMITTEE ACTION

Date: 05/19/21

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 |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Scholarship amount                                                                               | \$750          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 850</b>  |

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 Project Funding Request Form 2021 ASO Outstanding Student Award

Final Audit Report

2021-04-21

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2021-04-21                                    |
| By:             | Jeremy Mason (masongk@piercecollege.edu)      |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAFAFCHBHVIM-lfe1IC6VTRWo-HK75Ugaktr |

## "ASO Project Funding Request Form 2021 ASO Outstanding Student Award" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:29:55 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:30:11 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:36:23 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:36:30 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:36:30 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020-2021 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: 8 years Students Served \_\_\_\_\_

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

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:37 PDT)

**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 04/14/21 Acct. No. 7153

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 600.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Prize                                                                                            | \$500          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 600</b>  |

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 Project Funding Request Form 2021 ASO Outstanding Teacher Award

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAq8pqBb13v4t6SzYXYmm0y73iQmNaVRIQ |

## "ASO Project Funding Request Form 2021 ASO Outstanding Teacher Award" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:30:43 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:30:53 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:36:37 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:37:00 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:37:00 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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: 15 years Students Served \_\_\_\_\_

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

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:23 PDT)

**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 04/14/21 Acct. No. 7155

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 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 |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Scholarship amount                                                                               | \$750          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$ 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.






# ASO Project Funding Request Form 2021 Anne Gelvoria Memorial Scholarship

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAALgu_JLOCGhsqkKGEkErWylR-afR9UoDf |

## "ASO Project Funding Request Form 2021 Anne Gelvoria Memorial Scholarship" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:53:55 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:54:12 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:23:30 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:23:44 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:23:44 PM GMT



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION

# 2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:46 PDT)

**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 04/14/21 Acct. No. 7156

### FINANCE COMMITTEE ACTION

Date: 05/19/21  
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 |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Scholarship amount                                                                               | \$750          |
|         | Trophy                                                                                           | \$100          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$ 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.






# ASO Project Funding Request Form 2021 Michelle Smith Memorial Scholarship

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercollege.edu)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA7BF-5Hjhm10R7RCL1JDkS8GS1JgozriV |

## "ASO Project Funding Request Form 2021 Michelle Smith Memorial Scholarship" History

-  Document created by Jeremy Mason (masongk@piercollege.edu)  
2021-04-21 - 11:45:07 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercollege.edu) for signature  
2021-04-21 - 11:45:18 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
2021-04-21 - 11:46:33 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
Signature Date: 2021-04-21 - 11:46:38 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:46:38 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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: 14 years Students Served \_\_\_\_\_

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

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:57 PDT)

**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, and 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 1100.00

Date Rec'd 04/14/21 Acct. No. 7157

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 1100.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost  |
|---------|--------------------------------------------------------------------------------------------------|-----------------|
|         | Scholarship amount                                                                               | \$1,000         |
|         | Trophy                                                                                           | \$100           |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 1,100</b> |

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 Project Funding Request Form 2021 ASO Presidents Award

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAfsNeNk8k_9GODNojdLPKv942KiGOMr45 |

## "ASO Project Funding Request Form 2021 ASO Presidents Award" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:32:15 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:32:28 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:37:35 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:37:41 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:37:41 PM GMT



# BANQUETS



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:40 PDT)

**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 ASO Student Leaders' appreciation events at the conclusion of each academic semester. The funds can be used for food, decorations, prizes, awards, etc. Estimated \$2,500 is allocated for Fall 2021; and an estimated \$2,500 is allocated for Spring 2022 events.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X \_\_\_\_\_  
 Prior Year Budget 2500.00  
 Date Rec'd 04/14/21 Acct. No. 7204

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 3000.00








# ASO Project Funding Request Form 2021 ASO Student Leadership Banquets

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAqMAMuY6waGD5KuEwqth22sSYd2ou9pnV |

## "ASO Project Funding Request Form 2021 ASO Student Leadership Banquets" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:38:40 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:38:53 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:40:31 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:40:36 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:40:36 PM GMT



# CONTINGENCY

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:33 PDT)

**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 used 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 4950.00

Date Rec'd 04/14/21 Acct. No. 7323

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 8750.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost   |
|--------------------------|--------------------------------------------------------------------------------------------------|------------------|
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | <b>\$ 50,000</b> |

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 Project Funding Request Form 2021 ASO Contingency Account

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAAcAh-IMZ3D3XHfxMQO4yJF633i4E83OF |

## "ASO Project Funding Request Form 2021 ASO Contingency Account" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:12:17 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:12:29 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:33:41 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:33:48 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:33:48 PM GMT





# CULTURAL ARTISTIC & LITERACY SUPPORT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Acct 21, 2021 16:26 PDT)

**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 events, 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 3000.00

Date Rec'd 04/14/21 Acct. No. 7600

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 5000.00








# ASO Project Funding Request Form 2021 ASO Social Cultural Committee

Final Audit Report

2021-04-21

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2021-04-21                                    |
| By:             | Jeremy Mason (masongk@piercecollege.edu)      |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAAAnFRBAxyMVCDj8lqFNTxGM3aMhN0CFLyz |

## "ASO Project Funding Request Form 2021 ASO Social Cultural Committee" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:37:29 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:37:40 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:40:03 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:40:12 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:40:12 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Afternoon Concerts and Events

Requestor Dr. Garineh Avakian Telephone 818-400-2299 cel

Event Date: Fall 2021 Event Time: N/A Event Location: Zoom/PAB

How long has the event/project existed: over 10 years now Students Served Entire Student Body

Funds Required (complete attached detail) \$ 1800 Estimated cost/Student \$ 0

Admin./Dean. Review Mary Anne Gavarra-Oh  
Digitally signed by Mary Anne Gavarra-Oh  
Date: 2021.04.21 17:32:42 -07'00'  
Name/Signature

**Strategic Goal Alignment (select from drop-down menu):** C.3 Foster partnerships with business and industry

Narrative Justification for funding – please be very detailed.

ASO Afternoon Concerts have been ongoing for over ten years now. These concerts are organized by myself, and open to the entire student body. I program concerts of various styles of music and invite top professionals to campus to perform and educate our students. I have had guests such as the Artistic Director of the Los Angeles Master Chorale, Grant Gershon, Grammy Award winning actor/singer/songwriter Hila Plitmann, Professors from USC, UCLA, Cal State schools, etc. These are only a few of the guests I have brought onto campus. These concerts are well attended and serve many needs for our students regarding extra credit for various departments and classes. This also serves our students body in ways such as diversity, inclusivity, and cultural awareness.

I tend to program a concert each week of the semester and spread the amount paid to each performer based on the musical group that I invite in a particular week. The amounts are varied from week to week. In total for the entire semester I am requesting \$1800.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X

Prior Year Budget 0

Date Rec'd 04/14/21 Acct. No. 7603

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 1800.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|--------------------------|--------------------------------------------------------------------------------------------------|----------------|
|                          | Concert #1                                                                                       | \$<br>225      |
|                          | Concert #2                                                                                       | \$<br>450      |
|                          | Concert #3                                                                                       | \$<br>225      |
|                          | Concert #4                                                                                       | \$<br>225      |
|                          | Concert #5                                                                                       | \$<br>225      |
|                          | Concert #6                                                                                       | \$<br>125      |
|                          | Concert #7                                                                                       | \$<br>225      |
|                          | Concert #8                                                                                       | \$<br>100      |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | \$<br>1800     |

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  
**2021-2022 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 Student T-Shirt Design Contest

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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:41 PDT)

**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 purchase 1000 t-shirts for the Student T-Shirt Design Contest.

Students will submit artwork to be printed on t-shirts to be distributed to LAPC students, faculty, and staff. Awards will be given to the top two submissions.

1<sup>st</sup> prize - \$300  
2<sup>nd</sup> prize - \$200  
3<sup>rd</sup> prize - \$100

T-shirts (2 color imprint, 2 places for artwork) - \$5400

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X \_\_\_\_\_  
Prior Year Budget 0  
Date Rec'd 04/14/21 Acct. No. 7615

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
Vote: 3 Yes 0 No 0 Abst.  
Amount: 6000.00



| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost  |
|---------|--------------------------------------------------------------------------------------------------|-----------------|
|         | 1 <sup>st</sup> prize - \$300                                                                    | \$300           |
|         | 2 <sup>nd</sup> prize - \$200                                                                    | \$200           |
|         | 3 <sup>rd</sup> prize - \$100                                                                    | \$100           |
|         | T-shirts (2 color imprint, 2 places for artwork)                                                 | \$5,400         |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         |                                                                                                  | \$              |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 6,000</b> |

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 Project Funding Request Form 2021 ASO Student T-Shirt Design Contest

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAMu7r6iRwvs3Xxz5m7YFFSTe8srA16ER1 |

## "ASO Project Funding Request Form 2021 ASO Student T-Shirt Design Contest" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:40:59 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:41:11 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:41:21 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:41:28 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:41:28 PM GMT



# CLUB & COMMUNITY SUPPORT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:26 PDT)

**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 a programming budget to work with clubs on-campus to increase student participation and engagement. This budget will cover events and activities such as Club Rush events, rentals, supplies, games, and yearly club recognition banquet.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X \_\_\_\_\_  
 Prior Year Budget 16000.00  
 Date Rec'd 04/14/21 Acct. No. 7800

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 15000.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost   |
|--------------------------|--------------------------------------------------------------------------------------------------|------------------|
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
|                          |                                                                                                  | \$               |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | <b>\$ 15,000</b> |

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 Project Funding Request Form 2021 ASO Club Council Programming Budget

Final Audit Report

2021-04-21

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2021-04-21                                    |
| By:             | Jeremy Mason (masongk@piercecollege.edu)      |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAxAx8v0vK2MDKuVrvD2u3CCnFmqQUqqdvTI |

## "ASO Project Funding Request Form 2021 ASO Club Council Programming Budget" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:00:24 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:00:42 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:26:08 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:26:15 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:26:15 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:33 PDT)

**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 1000.00  
 Date Rec'd 04/14/21 Acct. No. 7801

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 1000.00










# ASO Project Funding Request Form 2021 ASO Community Welfare Committee

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAP1JGw-M0KZWczVK7BH0TexILHnK-Msru |

## "ASO Project Funding Request Form 2021 ASO Community Welfare Committee" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:11:16 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:11:30 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:33:29 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:33:35 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:33:35 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:42 PDT)

**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-\$1000 per tailgate.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X

Prior Year Budget 3000.00

Date Rec'd 04/14/21 Acct. No. 7805

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 6000.00

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost             |
|---------|--------------------------------------------------------------------------------------------------|----------------------------|
|         | Food and prizes                                                                                  | \$1,000 – 500 per tailgate |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         |                                                                                                  | \$                         |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | <b>\$ 6,000</b>            |

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 Project Funding Request Form 2021 ASO Tailgates

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAosgSyX0iqpHiVHTGPMK5a-JgvMDnIUqz |

## "ASO Project Funding Request Form 2021 ASO Tailgates" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:42:03 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:42:14 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:42:26 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:42:31 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:42:31 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Dr. Dixon-Peters' Student Leadership & Social Justice Collection  
 Requestor ASO Telephone 2248  
 Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
 Funds Required (complete attached detail) \$7,500 Estimated cost/Student \$ \_\_\_\_\_  
 Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 22, 2021 11:17 PDT)

**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 budget will be used to create a collection of books available for students to read and will be available in the Student Engagement Center for checkout and use for students/faculty/staff. Books purchased for the collection will range in topics from student leadership and development to social justice. Books will be housed in the Student Engagement Center. Bookshelves will be purchased, and signage for books made/printed. Will host an opening ceremony with snacks and giveaways for attendees.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X  
 Prior Year Budget 0  
 Date Rec'd 04/14/21 Acct. No. 7807

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 5000.00

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

ASO FUNDING Request Form








# ASO Project Funding Request Form 2021 Dr. Dixon-Peters Student Leadership & Social Justice Collection

Final Audit Report

2021-04-22

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-22                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAqWg7Gv4vHxAR862Svcf7sJMjXX_MrNXX |

## "ASO Project Funding Request Form 2021 Dr. Dixon-Peters Student Leadership & Social Justice Collection" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-22 - 5:49:52 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-22 - 5:50:06 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-22 - 6:17:27 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-22 - 6:17:38 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-22 - 6:17:38 PM GMT





# CO-CURRICULAR SUPPORT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Dream Resource Center 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) \$ 2,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Dir) 7/6, 2021 (v1) (2) PDF

**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.

These funds will be used to support our undocumented student population on campus by helping fund support activities/programs and provide direct financial assistance to students in the form of gift cards. 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 X \_\_\_\_\_ Renewal \_\_\_\_\_  
 Prior Year Budget 2000.00  
 Date Rec'd 04/14/21 Acct. No. 8001

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 2000.00

| Item No                  | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|--------------------------|--------------------------------------------------------------------------------------------------|----------------|
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
|                          |                                                                                                  | \$             |
| <b>TOTAL ASO REQUEST</b> |                                                                                                  | <b>\$2,000</b> |

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 Project Funding Request Form 2020 ASO Dream Resource Center

Final Audit Report

2021-04-26

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-26                                   |
| By:             | Jeremy Mason (masongk@piercollege.edu)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAUoX3MZba-iudVtMQKbjC2VkBbJneFHyX |

## "ASO Project Funding Request Form 2020 ASO Dream Resource Center" History

-  Document created by Jeremy Mason (masongk@piercollege.edu)  
2021-04-26 - 4:04:49 PM GMT - IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercollege.edu) for signature  
2021-04-26 - 4:05:04 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
2021-04-26 - 4:05:18 PM GMT - IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercollege.edu)  
Signature Date: 2021-04-26 - 4:05:36 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-26 - 4:05:36 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 International Student Orientation - Fall 2021

Requestor Abigail Watson *AW* Telephone ex 4400

Event Date: August 2021 Event Time: \_\_\_\_\_ Event Location: online via Zoom

How long has the event/project existed: at least since 2005 Students Served approximately 20

Funds Required (complete attached detail) \$ 30 Estimated cost/Student \$ N/A

Admin./Dean. Review William Marmolejo *William Marmolejo* 04/16/21  
 Name/Signature

**Strategic Goal Alignment (select from drop-down menu):** D.6 Increase student awareness and us 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 may be invited to speak at the event so that F-1 students are aware of the services Pierce has to offer.

The orientation is also a great way for our new students to meet other students and be introduced to the staff and faculty of the college. According to previous evaluations, all students who attended the orientation stated it was "mostly" to "very" informative. As of Fall 2020, the orientation has been on-line due the pandemic. 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. The department would like to request three (3) e-cards for \$10 each as part of a raffle or mini game within the orientation. We usually request funding for food, but since the orientation is on-line, food is not necessary. Thank you!

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X

Prior Year Budget 500.00

Date Rec'd 04/14/21 Acct. No. 8002

**FINANCE COMMITTEE ACTION**

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 150.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Three (3) \$10 e-cards (preferably to Amazon or Starbucks)                                       | \$<br>30       |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$<br>30       |

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.






# International Orientation\_ASO Budget Request Form 2021 2022

Final Audit Report

2021-04-16

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-13                                   |
| By:             | Saruka Selva (selvas@piercecollege.edu)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA64aVgcpJNSuWETLizAoF35R78oA3-pnH |

## "International Orientation\_ASO Budget Request Form 2021 2022" History

-  Document created by Saruka Selva (selvas@piercecollege.edu)  
2021-04-13 - 4:30:16 PM GMT - IP address: 172.251.174.149
-  Document emailed to William Marmolejo (marmolwa@piercecollege.edu) for signature  
2021-04-13 - 4:31:48 PM GMT
-  Email viewed by William Marmolejo (marmolwa@piercecollege.edu)  
2021-04-16 - 1:45:17 PM GMT - IP address: 23.240.37.182
-  Document e-signed by William Marmolejo (marmolwa@piercecollege.edu)  
Signature Date: 2021-04-16 - 1:45:45 PM GMT - Time Source: server- IP address: 23.240.37.182
-  Agreement completed.  
2021-04-16 - 1:45:45 PM GMT



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION

# 2021-2022 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 Game Day - International Student Services

Requestor Abby Watson AW Telephone ex.4400

Event Date: Fall 2021 Event Time: \_\_\_\_\_ Event Location: online via Zoom

How long has the event/project existed: N/A - new event Students Served 20 - 50

Funds Required (complete attached detail) \$ 50 Estimated cost/Student N/A

Admin./Dean. Review William Marmolejo *William Marmolejo* 04/20/21  
Name/Signature

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

Narrative Justification for funding – please be very detailed.

International Student Services would like to propose a student Game Day event. Perhaps it can be in collaboration with ASO if they are interested! The idea came from LA Harbor College's ASO Event - Online Family Feud: International Program Edition. For this event, the LACCD's International Programs were invited to play against each other. Teams were comprised of students and staff.

We would like to plan a smaller event with our international students and other Pierce students. Other online games we can play include Pictionary, Charades, Bingo, Trivia, etc. Templates for these games are available for free. We would like to give out \$10 e-cards to the winners in order to encourage more students to participate. Prizes are always a good incentive! We've had a couple game days in the past and they were not well attended. We are hoping more students participate and engage with each other during the fall.

We are requesting \$50 for five (5) \$10 e-cards. If we plan a bigger event with ASO, the gift cards can go to the winning team consisting of five students. If we have smaller Game Day events, we can spread out the gift cards throughout the semester.

### FUNDING REQUEST (Business Office Use)

New  Renewal \_\_\_\_\_

Prior Year Budget 0

Date Rec'd 04/14/21 Acct. No. 8006

### FINANCE COMMITTEE ACTION

Date: 05/19/21

Vote: 3 Yes 0 No 0 Abst.

Amount: 250.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | Five (5) \$10 e-cards (preferably to Amazon or Starbucks)                                        | \$ 50          |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$ 50          |

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.






# ISS Game Day\_ASO Budget Request - 2021-2022

Final Audit Report

2021-04-20

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-14                                   |
| By:             | Saruka Selva (selvas@piercecollege.edu)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAALJsMyBAryPkBY01rRL0qzd-7wsCVf6FB |

## "ISS Game Day\_ASO Budget Request - 2021-2022" History

-  Document created by Saruka Selva (selvas@piercecollege.edu)  
2021-04-14 - 6:03:06 PM GMT- IP address: 172.251.174.149
-  Document emailed to William Marmolejo (marmolwa@piercecollege.edu) for signature  
2021-04-14 - 6:05:23 PM GMT
-  Email viewed by William Marmolejo (marmolwa@piercecollege.edu)  
2021-04-20 - 3:41:22 PM GMT- IP address: 76.95.116.13
-  Document e-signed by William Marmolejo (marmolwa@piercecollege.edu)  
Signature Date: 2021-04-20 - 3:41:35 PM GMT - Time Source: server- IP address: 76.95.116.13
-  Agreement completed.  
2021-04-20 - 3:41:35 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Brahma Leadership Society

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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:25 PDT)

**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 start a leadership program entitled Brahma Leadership Society. This program includes student leadership development, civic engagement, values-based learning, ethical decision-making skills, team work, and other leadership skills.

Students who participate will meet regularly and be provided with a text book, food during meetings, and will attend an awards ceremony at the conclusion of the program.

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X  
 Prior Year Budget 7000.00  
 Date Rec'd 04/14/21 Acct. No. 8026

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 10000.00

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

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 Project Funding Request Form 2021 ASO Brahma Leadership Society

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAOABYmZKI5FPLG9BzZ5CeRS2TD1krxdbr |

## "ASO Project Funding Request Form 2021 ASO Brahma Leadership Society" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:56:56 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:57:08 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:25:21 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:25:27 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:25:27 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 BRAVE Bystander Intervention Programming

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 *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:23 PDT)

**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 continue the BRAVE (Brahmas Responding with Actions and Voices through Empowerment) Bystander Intervention Program. Funds can be used to host speakers, provide refreshments, create branding materials, etc.

Examples of programming include:

- Title 9 Training
- Active Shooter Training
- Step-up Programming
- Suicide Prevention Programming/Mental Health Awareness Events/Activities
- Denim Day
- Clothesline Project

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X  
 Prior Year Budget 7000.00  
 Date Rec'd 04/14/21 Acct. No. 8027

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 10000.00

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

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 Project Funding Request Form 2021 ASO BRAVE Bystander Awareness Trainings

Final Audit Report

2021-04-21

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2021-04-21                                    |
| By:             | Jeremy Mason (masongk@piercecollege.edu)      |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAAAd_vR-NMKDYEE8-L8T4Ag6in5tV2dn793 |

## "ASO Project Funding Request Form 2021 ASO BRAVE Bystander Awareness Trainings" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 10:57:53 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 10:58:10 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:25:34 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:25:40 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:25:40 PM GMT

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION

# 2021-2022 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 Child Development Center

Requestor Melissa Brisbois Telephone 805-796-7253

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: CDC

How long has the event/project existed: \_\_\_\_\_ Students Served 50

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

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.

D Enduring Student Success:

5 provide a learning centered environment that promotes active learning:

The ASO has supported the CDC for the past 10 years. We use these funds to purchase supplies such as paints, crayon, paper, napping supplies and gross motor equipment for the children attending the child development center. Student completing their field work (CD22) also have access to these supplies when conducting activities for learning plans within the classroom with children.

### FUNDING REQUEST (Business Office Use)

New \_\_\_\_\_ Renewal  \_\_\_\_\_  
Prior Year Budget 1000.00  
Date Rec'd 4/20/2021 Acct. No. 8055

### FINANCE COMMITTEE ACTION

Date: 05/19/21  
Vote: 3 Yes 0 No 0 Abst.  
Amount: 1000.00

| Item No | Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost | Estimated Cost |
|---------|--------------------------------------------------------------------------------------------------|----------------|
|         | <b>Consumable supplies such as paper, paint, clay, outdoor supplies</b>                          | \$ 1000        |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         |                                                                                                  | \$             |
|         | <b>TOTAL ASO REQUEST</b>                                                                         | \$ 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  
**2021-2022 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) \$ 1,500 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 10:35 PDT)

**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 1500.00  
 Date Rec'd 04/14/21 Acct. No. 8064

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 1500.00








# ASO Project Funding Request Form 2021 ASO SHAC

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAABkYeMllsH8K69qBfr2CqlBPJhs7RmYgZ |

## "ASO Project Funding Request Form 2021 ASO SHAC" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:36:31 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:36:46 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:39:40 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:39:46 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:39:46 PM GMT



ITEMS NOT FUNDED





LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2021-2022 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 Services Assistant

Requestor ASO Telephone 2248

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_

Funds Required (complete attached detail) \$ 75,000 Estimated cost/Student \$ \_\_\_\_\_

Admin./Dean. Review *Juan-Carlos Astorga*  
Juan-Carlos Astorga (Apr 21, 2021 16:41 PDT)

**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 and benefits of the Student Services Assistant (position approved 19-20 academic year as ongoing).

**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal X  
 Prior Year Budget 91000.00  
 Date Rec'd 04/14/21 Acct. No. 7018

**FINANCE COMMITTEE ACTION**

Date: 05/19/21  
 Vote: 3 Yes 0 No 0 Abst.  
 Amount: 0








# ASO Project Funding Request Form 2021 ASO Student Services Assistant

Final Audit Report

2021-04-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-04-21                                   |
| By:             | Jeremy Mason (masongk@piercecollege.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAYM2wzRjMXnKXHUSkNrNZ8QPy54PKrLz4 |

## "ASO Project Funding Request Form 2021 ASO Student Service s Assistant" History

-  Document created by Jeremy Mason (masongk@piercecollege.edu)  
2021-04-21 - 11:40:07 PM GMT- IP address: 104.35.133.37
-  Document emailed to Juan-Carlos Astorga (astorgjc@piercecollege.edu) for signature  
2021-04-21 - 11:40:22 PM GMT
-  Email viewed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
2021-04-21 - 11:40:56 PM GMT- IP address: 24.205.94.58
-  Document e-signed by Juan-Carlos Astorga (astorgjc@piercecollege.edu)  
Signature Date: 2021-04-21 - 11:41:01 PM GMT - Time Source: server- IP address: 24.205.94.58
-  Agreement completed.  
2021-04-21 - 11:41:01 PM GMT

**media**  
**speakers**  
**series** presents

# JEFFREY REDDICK

*Hollywood screenwriter who has sold or optioned  
more than 40 projects, including*

*FINAL DESTINATION!*

**Monday,  
March 29 at  
2:30 p.m.  
on ZOOM**

Admission is **FREE**  
Open to students, staff and  
faculty.

Link: <https://laccd.zoom.us/j/96646912338>

Brought to you by the  
Media Arts Department  
SPONSORED BY ASO



Jeffrey Reddick

Photo courtesy of Jeffrey Reddick



If you need an accomodation due to a disability to participate in this event, please contact Sean Collins-Smith at [collinsc@piercecollege.edu](mailto:collinsc@piercecollege.edu) or (818) 710-2960, at least five business days in advance.

Pierce College Film Club Presents:  
A Zoom panel discussion of Alfred Hitchcock's

# VERTIGO

*The Second Installment in our series about Mental Health,  
Frayed Films: Deep Dives into the Mind  
April 29<sup>th</sup> at 12:30 PM*

*VERTIGO* can be accessed  
through Swank, part of the  
Pierce College library database,  
and should be viewed *before*  
the panel.

For accommodations, please contact  
Sean at [CollinsSC@PierceCollege.Edu](mailto:CollinsSC@PierceCollege.Edu)



or (818) 710-2690

a minimum of

*five business days in advance.*

For meeting password, please email  
[windruk@laccd.edu](mailto:windrkg@laccd.edu)

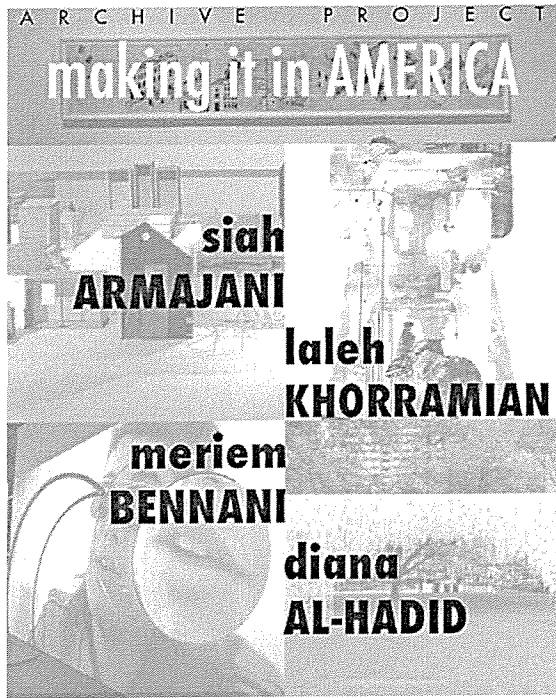


# exhibitions&programming2020-2021



## 20/20 VISION A REFLECTION OF THE MOMENT

The Pierce College Art Gallery highlights the immediacy of the moment by showcasing student work done during the spring and summer of 2020, at the height of shared anxiety and anticipation yet reflective of wide-ranging personal interpretations, observations and creative approaches indicative of our diverse student body.

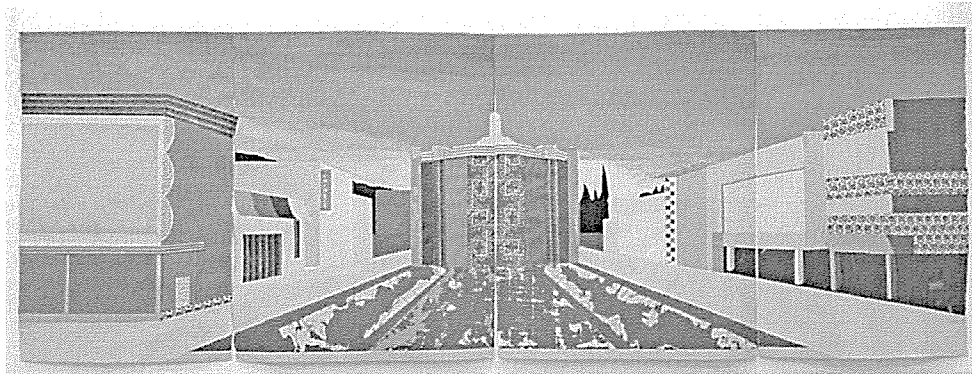


## MAKING IT IN AMERICA

refers to the concept of becoming successful as an immigrant, a foreigner, an entrepreneur. At the same time, as artists, these particular transplants are actual “makers,” creating highly individual work which is also undeniably steeped in the significance of heritage, history, culture. This “Archive Project” is comprised of links to visuals, video and information selected to form a thematic context for these four artists whose work covers the expanse of architecture, sculpture, textiles, digital media, installation, film/video, painting, printmaking, collage and mixed media. Housed on the Pierce College Art Gallery site, the exhibition is accessible to faculty to enhance course curriculum and to students to follow their own paths of curiosity.

View the exhibitions & projects at <https://www.gallery.piercecollegeart.com>

*presently* **under construction** SP2021



## double**TAKE**

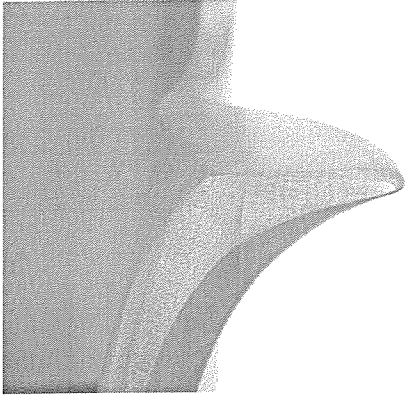
### PLACE, SPACE AND STRUCTURE REIMAGINED

As visiting artist during the Spring of 2021, Lorraine Heitzman gave a talk to students and faculty about her techniques and materials, what drives her aesthetic, her influences and inspirations. She then offered guidance to Pierce students in individual art and architecture classes as they created their own versions of doubleTAKE. By considering the historical and cultural significance of places and spaces, students invented or modified narratives to change the way we view and interact with them. Opening in May of 2021, Lorraine Heitzman's work will be featured on the Pierce College Gallery website alongside the culminating student work.

For the recorded talk, see [LORRAINE HEITZMAN ARTIST'S TALK](#).

# *proposed* **exhibitions & programming** fall20

21



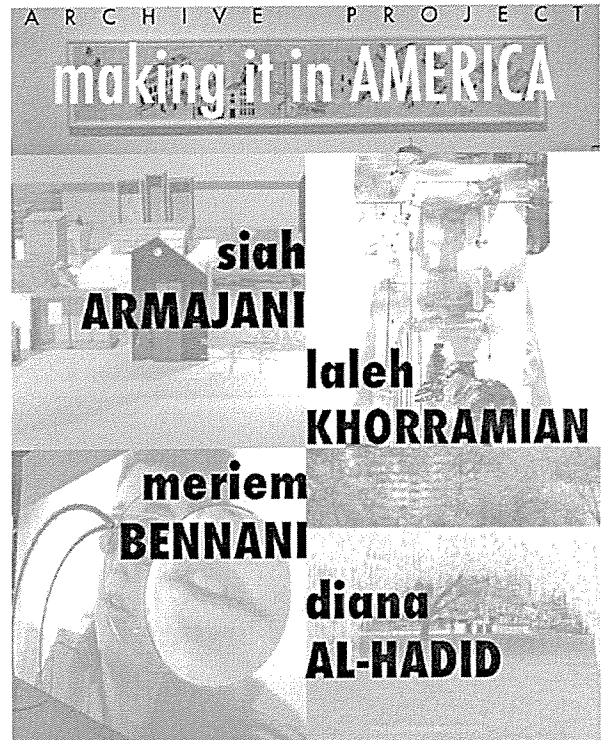
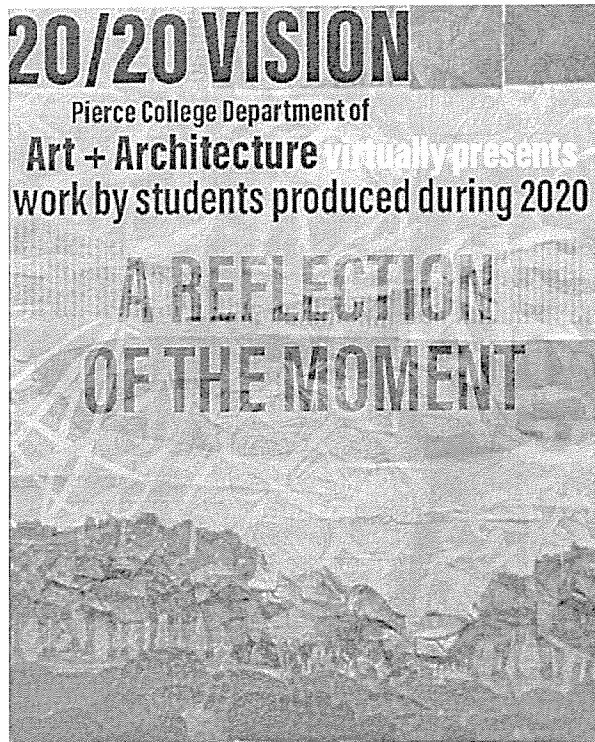
LAURA MAYS of the KRENOV  
SCHOOL OF FINE FURNITURE:  
ARTIST'S TALK AND VIRTUAL  
EXHIBITION

Laura Mays

Laura Mays is a fine art woodworker who lives and works in Fort Bragg, CA and teaches at the Krenov School of Mendocino College. Mays will give a talk to Pierce students about her work within an interview format, connecting the topics of craftsmanship with fine art with a philosophical perspective. Students will have the opportunity to interact and ask questions. The interview will be published to the Gallery website as a resource.

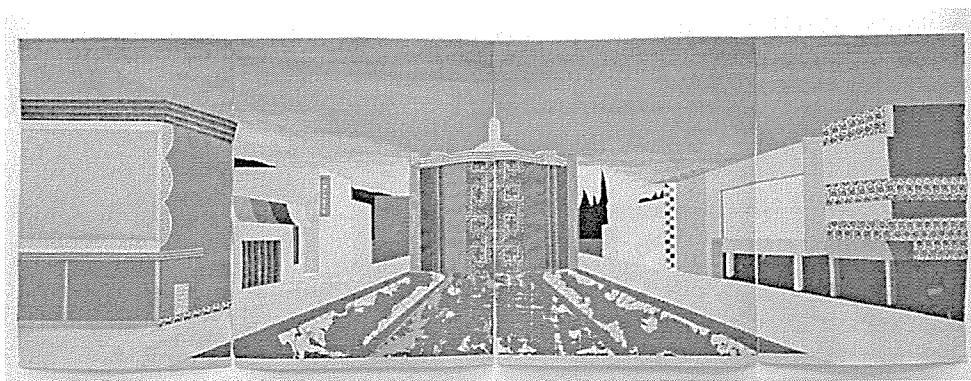


# exhibitions&programming2020-2021



View the exhibitions & projects at <https://www.gallery.piercecollegeart.com>

## *presently* **under construction** SP2021



## double**TAKE**

### PLACE, SPACE AND STRUCTURE REIMAGINED

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**ART TO EMPOWER**  
 OUR PEOPLE | OUR PLANET | OUR LEGACY

11:11 A Creative Collective is a woman-led art and culture non-profit organization that partners with artists and the community to develop and execute integrated and accessible public art, arts-related programming, and experiential installations.

[GET IN TOUCH](#)



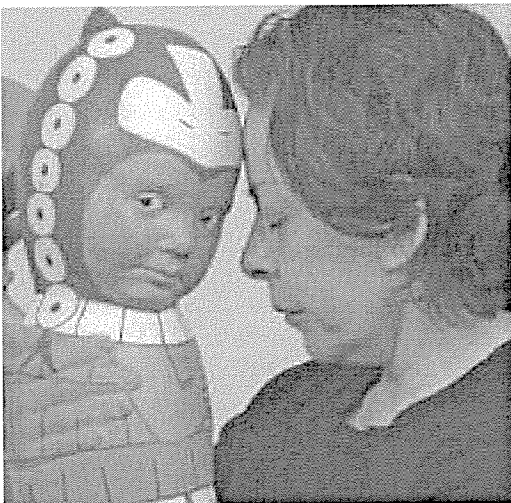
## 11:11 A CREATIVE COLLECTIVE IN CONVERSATION WITH PIERCE COLLEGE ART GALLERY

Addy Gonzalez Renteria, Erin Stone and Miles Lewis of 11:11 talk with Pierce College Gallery Director Constance Kocs about their experiences as artists, curators, administrators and educators and discuss civic engagement, cultural peacemaking and the role of the artist in times of crisis. Opening in May 2021 on the Art Gallery website.

## *proposed* exhibitions & programming fall 20

21

The Pierce College Art Gallery plans continued engagement for students and faculty across campus through virtual exhibitions and conversations with professionals in the field in **F2021** (pending ASO approval for funding):



THE CLAY STUDIO in Philadelphia, PA: INTERVIEW AND STUDIO TOUR with JENNIFER ZWILLING, CURATOR OF ARTISTIC PROGRAMS (pictured: artist Kukuki Velardi with ceramic work) TO BE FEATURED ON THE PIERCE ART GALLERY WEBSITE

[The Clay Studio](#)