

ASO  
BUDGET BOOK  
FISCAL YEAR 2020-2021

BRUCE ROSKY  
ASSOCIATED VICE PRESIDENT

MAY 31, 2020



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

**FISCAL YEAR 2020-2021**



**BRUCE ROSKY  
ASSOCIATED VICE PRESIDENT  
MAY 31, 2020**



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Reported and Submitted by \_\_\_\_\_  
Bruce Rosky, Associated Vice-President

The budget of the Associated Students of Los Angeles Pierce College 2020-2021 school year, commencing July 1, 2020, was approved by the Finance Committee on May 6, 2020 in the amount of \$225,000 and it was tendered for ASO Senate approval on May 12, 2020.

For the Finance Committee:

\_\_\_\_\_  
Brandon Le ASO Treasurer

The budget was approved by the Senate on May 12, 2020 in the amount of \$225,000. All appropriated funds shall be used for the purposes stated in the Budget Book, unless otherwise specifically approved, in advance, by the Finance Committee and ASO Senate. The approved A.S.O. Budget was referred to the College President via the ASO Advisor and ASO President on May 18, 2020, for his concurrence.

For the Senate:

\_\_\_\_\_  
Stephanie Lopez, ASO Vice-President

Approval of the budget is recommended:

1. Vivian Yee 5/13/2020 2. \_\_\_\_\_  
Vivian Yee, ASO President Date Juan Carlos Astorga, ASO Advisor Date

The budget is approved:

\_\_\_\_\_  
Alexis S. Montevirgen, President L.A. Pierce College &  
Associated Student Organization Trustee

\_\_\_\_\_  
Date



## Porras, Delia L

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**From:** Montevirgen, Alexis S  
**Sent:** Thursday, May 21, 2020 1:23 PM  
**To:** Conrady, Lara L  
**Cc:** ASO President, LAPC; ASO Treasurer, LAPC; Astorga, Juan C; Porras, Delia L; Rosky, Bruce A; Peters, Earic B  
**Subject:** RE: Request for Electronic Approvals for ASO Budget and Finance Documents

Via this email, I electronically approve the documents listed below and attached to the original message.

Thank you,

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**Alexis S. Montevirgen, Ed.D.**  
College President  
Los Angeles Pierce College



los angeles  
**PIERCE COLLEGE**  
[www.piercecollege.edu](http://www.piercecollege.edu)

**From:** Conrady, Lara L  
**Sent:** Wednesday, May 20, 2020 2:57 PM  
**To:** Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>  
**Cc:** ASO President, LAPC <ASOP@piercecollege.edu>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>; Peters, Earic B <PETERSEB@PIERCECOLLEGE.EDU>  
**Subject:** Request for Electronic Approvals for ASO Budget and Finance Documents

President Montevirgen,  
I hope that this finds you well. Per Dean Astorga's recommendation, I am sending you these documents to request your approval.

ASO is requesting your electronic approval for the following documents:

- ASO Addendum - 2.25.2020
- ASO Addendum - 3.10.2020
- ASO Addendum - 4.14.2020
- ASO Budget Book 2020-2021 Signature Page

All parties that need to approve prior to your review and approval have already signed the documents electronically also.

ASO thanks you for your campus leadership through this crisis!



## **Porras, Delia L**

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**From:** ASO Vice President, LAPC  
**Sent:** Sunday, May 24, 2020 11:41 PM  
**To:** Porras, Delia L  
**Subject:** Re: Approval

Hello,  
I looked over the document you sent an everything looks good!

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**From:** Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>  
**Sent:** Thursday, May 21, 2020 10:58 AM  
**To:** ASO Vice President, LAPC <ASOVP@piercecollege.edu>  
**Subject:** Approval

Good morning Stephanie,

Please review and approve the attached document, is very important to finalize the Budget for next fiscal year.

Take care and stay safe!!

Sincerely,

Delia Porras



## Porras, Delia L

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**From:** Conrady, Lara L  
**Sent:** Thursday, May 14, 2020 12:53 PM  
**To:** Mason, Jeremy K; Astorga, Juan C; Rosky, Bruce A; ASO Treasurer, LAPC; ASO President, LAPC; Montevirgen, Alexis S; Porras, Delia L  
**Subject:** Fw: May 12, 2020 Addendum  
**Attachments:** ADEN2 (3).doc.pdf

Hello,

I approve of the attached ASO addendum.

Thank you!

Lara

Lara Conrady Wong, Ph.D.  
Student Engagement Coordinator & Counselor  
Office of Student Engagement  
Direct: 818.710.2538



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**From:** ASO President, LAPC <ASOP@piercecollege.edu>  
**Sent:** Wednesday, May 13, 2020 5:10 PM  
**To:** Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>; Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>  
**Subject:** Re: May 12, 2020 Addendum

Hi everyone!

Here is my signed version of the May 12 addendum. I hope all of you are having a great week so far. Thank you very much!

Warmest regards,  
Vivian Yee  
ASO President  
Los Angeles Pierce College

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**From:** Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>  
**Sent:** Wednesday, May 13, 2020 4:51:00 PM  
**To:** Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; ASO President, LAPC <ASOP@piercecollege.edu>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S



## **Porras, Delia L**

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**From:** ASO Treasurer, LAPC  
**Sent:** Thursday, May 14, 2020 12:44 PM  
**To:** ASO President, LAPC; Rosky, Bruce A; Astorga, Juan C; Porras, Delia L; ASO Vice President, LAPC; Conrady, Lara L; Montevirgen, Alexis S  
**Subject:** Re: May 12, 2020 Addendum

Hi all,

I approve.

Thanks!

Best Regards,  
Brandon Le  
**ASO Treasurer**  
*Los Angeles Pierce College*

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**From:** ASO President, LAPC <ASOP@piercecollege.edu>  
**Sent:** Wednesday, May 13, 2020 5:10 PM  
**To:** Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>; Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>  
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Vivian Yee  
ASO President  
Los Angeles Pierce College

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**Sent:** Wednesday, May 13, 2020 4:51:00 PM  
**To:** Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; ASO President, LAPC <ASOP@piercecollege.edu>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>  
**Subject:** RE: May 12, 2020 Addendum

Internal documents are OK to do an email approval.

If you know how you can adobe sign.



Bruce

**From:** Astorga, Juan C

**Sent:** Wednesday, May 13, 2020 4:49 PM

**To:** Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>; Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; ASO President, LAPC <ASOP@piercecollege.edu>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>

**Subject:** Re: May 12, 2020 Addendum

Good afternoon all

Do we need to sign this or will an email approval suffice?

Juan Carlos

Juan Carlos Astorga  
Dean of Student Engagement  
Los Angeles Pierce College

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**From:** Porras, Delia L <PORRASDL@PIERCECOLLEGE.EDU>

**Sent:** Wednesday, May 13, 2020 4:40 PM

**To:** Rosky, Bruce A <ROSKYBA@PIERCECOLLEGE.EDU>; ASO Treasurer, LAPC <ASOT@piercecollege.edu>; ASO Vice President, LAPC <ASOVP@piercecollege.edu>; ASO President, LAPC <ASOP@piercecollege.edu>; Astorga, Juan C <ASTORGJC@PIERCECOLLEGE.EDU>; Conrady, Lara L <CONRADLL@PIERCECOLLEGE.EDU>; Montevirgen, Alexis S <MONTEVAS@PIERCECOLLEGE.EDU>

**Subject:** May 12, 2020 Addendum

Greetings all,

Please approve the attached document for the ASO Budget FY 2020-2021.

Thanks and stay safe!

Delia Porras



**Los Angeles Pierce College  
Associated Students  
Organization**

**SENATE MEETING MINUTES**

*May 12, 2020*

**1:00 P.M. – 3:00 P.M. – Senate Meeting  
Location: Online via Zoom**

**Welcome**

**The Order of Business**

**Call to Order at 1:03 pm**

**Roll Call**

- Senator Alex Naczinski – absent
- Senator Derrick Laam – absent
- Senator Einnamarie Macavinta – present (late)
- Senator Jane Benga – absent
- Senator Jenni Severin – present
- Senator Joey Glasser – present
- Senator Juan (Kyle) Becerra – present (left early)
- Senator Keke (Andy) Yu – present (late)
- Senator Mihrazoon Paryani – present
- Senator Roberto Moron – present
- Senator Sarkis Chrikjian – present
- Senator Shira Ben Ami – present (left early)
- Senator Sierra Bledsoe – present (late)
- Senator Sofia Zaragoza - present
- President Vivian Yee – present
- Vice President Stephanie Lopez – present
- Treasurer Brandon Le – present
- Club Council President Nicole Alfaro - present



- Advisor Dr. Astorga – present
- Advisor Dr. Conrady – present
- 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 presenters.

**Discussion Items:**

- Transfer Questions – Sunday Salter
  - o Present to answer any transfer-related questions.
  - o Attempt to reach out to the schools to find out more information for deferments.
  - o It's important as deposits and housing options are coming up that you find out your housing situation if things continue online.
  - o May 15th is an important day that more answers will become available.
  - o It's also important to ask if universities will have opportunities for social interaction and chances to still get the university experience with activities.
  - o Find out if you physically need to be there.
  - o All schools are faced with deferment questions and will be taking those into consideration based on a number of different factors. Deferments usually only last for one quarter/semester. If you want to defer for an entire year, you usually need to reapply.
  - o If you choose to wait an entire year, there are opportunities to get more involved on campus, pursue internship opportunities, and a host of other things to improve. However, you also need to remember that there is no guarantee that you will be readmitted to the universities that you were accepted to.
  - o Cal States have stated that they are allowing students to petition for a one semester deferment. Other schools do not have a blanket process for deferment.

- When it comes to communication, this is school specific. Most schools don't have personnel answering phones and this information is difficult to start over email. Most schools have information on communication on their websites and you will want to check the admissions page of the schools to see how you are able to communicate. Some schools also send emails so be sure to check. Some schools have particular individuals assigned to students so you'll want to know how to contact that person if that's the case. You are able to reach out to the transfer center via email or virtual session if you want help crafting your messages.
- It's also important to find out what housing services and student life are offering, just in case they have options available that suit your situation.
- Some big factors would be if you didn't get into the school you wanted or if you are struggling/believe you will struggle with the online environment. Otherwise, it may be worth it to continue with your admission.
- When considering whether to take a full-time load or a part-time load, it is important to think about tuition. Because part-time and full-time have their own rates (you don't pay per unit at some institutions), you'll want to get the most out of your money. Additionally, you want to consider your responsibilities outside of school (job, family, etc.) You'll want to find out the last day to drop without it affecting your student record, just in case you want to ease into it with a full-time load but give yourself a chance to drop if you feel overwhelmed.
- Colleges are being accommodating currently in terms of accepting classes that are online/pass and no pass. However, long term this may be something to be concerned if you are planning on going to medical school or alternate major such as these. Most majors will not block you from graduate school with the current structures. Law schools, graduate schools, etc. will usually not block you due to your major – you just need to ensure that you meet the prerequisites. Check department pages for schools and programs that you are interested in to see what they require.
- Chat with the Chancellor
  - Many of the questions are still up in the air. This event was mainly supposed to be for students but there were a lot of faculty, staff, and administrators present. This may have



impacted the number of students that were able to join, as zoom meetings are limited to 300 participants.

- When are we going to return was a question that arose. Until the state of California releases the restrictions and allows us a plan of action that allows us to transition back to campus, we cannot guarantee the safety of our students and will not return to campus.
- Will the child development centers open soon? The state has released new requirements. The number of children per class has been reduced from 24 to 10.
- For CAREs act, \$300 was sent to each student that is Pell Grant eligible and receives financial aid.
- There were questions about labs. There were questions about work-study recipients. There was a question about extending the deadline to withdraw with an excused withdraw. Students will have up to 12 months to withdraw if they wait until the semester has concluded; this is only possible if the student does not receive a positive grade (the student must receive an "F" to be eligible to petition once the semester ends). Students can still petition for an "EW" if they petition before the end of the semester. If the class is required for you to transfer though, make sure that you take this into consideration if you plan to withdraw.
- This event was student-led and this may be an option for us when we host another student forum.
- LA College Promise students have emergency funds available to apply for. An application process is available and a team has been assembled to screen applicants and make decisions.
- The CAREs Act is part of the stimulus bill that includes allocations for educational institutions. These funds are distributed to assist students. At least 50% of the funds sent must be given to students as financial support. Each student that is Pell Grant eligible and receives financial aid received \$300 into their accounts. We also have the \$10,000 that was allocated to our campus for emergency funds. Additionally, we have the food insecurities scholarships. We have awarded 21 people for the emergency scholarship funds; awards range between \$300 and \$500. We have received over 400 applicants for this scholarship. We received an additional \$12,000 to provide additional aid to students. We would like to provide some type of assistance to students that were not eligible for CAREs Act funds but are still

in need. 44,000 students in the district have received funds from the CAREs Act.

- Students can apply for scholarships via the student portal. For students that receive financial aid, scholarships should be available using the financial aid link. For students that do not receive financial aid, "Key Links and Help" provides a link to explore scholarships and that is how you can apply.

### **Action Items:**

- S20-16: 2020-2021 Budget Development for \$225,000
  - Nicole moved to open action item S20-16. Vote seconded.
  - Nicole moved to vote on action item. Vote seconded.
  - Vote passes with unanimous yes
- Approval to utilize Commencement funds for purchase of gifts for graduates: Tassels and diploma covers
  - Nicole moved to open action item B. Vote seconded.
  - Vivian moved to vote on action item B.
  - Vote passes with unanimous yes.

### **Reports:**

President Vivian – today is the last day to turn in your "We are ASO" video. Please be sure that you turn those in so Nicole can finish it up, put it together, and make it great. Make sure that you're still attending your meetings as well.

Vice President Stephanie – as things start to open up next week, make sure that you keep safe.

Treasurer Brandon – The COVID-19 Task Force is developing the webpage for student grievances. We are using College of Redlands as a model for this task. We also want to make the Pierce search engine more accurate in finding the student complaint form to make it easier for students to file complaints. The committee is exploring options for students to return items that they checked out such as sports equipment and items from different departments and programs. Furthermore, the task force for is looking at ways to sanitize. Student workers continuing assignments was also a topic of discussion. The deadline for "EW" has passed, but you can still petition for an "EW" through admissions if you do it before finals week.

Club Council President Nicole – last Thursday we held the final club council meeting. We shared a lot of information about the transition and how clubs are adapting. We also mentioned chartering next semester and how it will be



online. The clubs did say thank you to ASO everything that ASO has been doing during the lockdown from social media and providing updates.

Dr. Astorga – You all did an amazing job posting for the student forum last week. We want to open the floor up more for students to lead the discussion. Voting for trustee and local elections has started. 174 individuals have voted so far at Pierce College. Please send out notices to remind students to vote; however, do not use ASO social media to endorse any particular candidate. You can use your own social media platform to advocate for yourself or someone else. Results will be shared on May 18<sup>th</sup>. We need to make sure that we meet this date so that the trustee can be approved at the next Board of Trustees meeting in June. The results will be released online.

Dr. Conrady – Remember that Sunday Salter is here for students and available if you all have additional questions regarding transfer. Remember to stay engaged and keep taking care of yourself. Great job by Nicole during the Club Council Meeting and trying to keep the momentum going. Pierce is in second place for voter turnout among the 9 campuses. We would like to send out announcements daily to remind students to vote. Voting is accessible via the student portal.

Assistant Jeremy – Friday’s forum is posted on youtube. I can share the link on both canvas shells if any students want to go back and watch it once it has been finalized. We also have working drafts for some applications. Once those are finalized, we will make them available.

**ASO Committees:**

Publicity Committee – thank you everyone for sending in your videos. Please send in your videos, as this is a great opportunity to share who we are and what we do for students. We are also still accepting pictures for Recipe Mondays if you would like to send those in. Additionally, we are still doing Pet Wednesday and Transfer Thursdays. Thank you everyone for all your hard work with our social media endeavors.

**Participatory Committees:**

Budget Committee – discussed the outlook for the 2020-2021 school year. We believe people may be taking advantage of this crisis and take community college credits to save money. The CAREs Act was a topic of discussion. All colleges in the district were award certain amounts from these funds. Pierce was awarded about \$7 million.

Student Affairs Committee – discussed increasing math access by introducing one course below math 125 (intermediate algebra). Lower level math classes were removed due to AB 705 and replaced with non-credit courses. We would like to allocate district funds for student financial relief by creating more student employment opportunities. We want to make more jobs to maintain enrollment and encourage new students to enroll. The committee wants to make sure that the number students experiencing basic needs complications is not increasing during this period. We want to make sure all students vote. Fees and tuition most likely will remain the unchanged.

Academic Senate – discussed classes for fall. Many instructors did not take the course in order to teach online but still want to teach. Virtual recognition is the event created for students to celebrate. This event isn't graduation – actual graduation is still being worked out.

**Announcements:**

No announcement.

**Old Business:**

Program mapper – located on the Pierce Website. This is basically a tool to show students their academic map and the classes that they need to take in order to complete their program. The programs are broken down into 7 categories that provide information on transfer, programs under each category, careers, salaries, etc. It is still limited but will be expanded upon over time. This is not a substitute to meeting with a counselor and developing an educational plan. We wish to have it ready for incoming students in the fall semester.

T-Shirt Contest – we can work with you if you don't know how to convert your file into a vector file.

**Adjournment:**

Adjourned at 2:41 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 6, 2020

The meeting will be called to order by the chairperson at: 12:31PM via Zoom:  
<https://cccconfer.zoom.us/j/287782136>

1. A legal quorum of two students and the Dean of Student Engagement or designate were present as follows:
  - a. Brandon Le, ASO Treasurer – Present
  - b. Jenni Severin, ASO Representative – Present
  - c. Vivian Yee, ASO President – Present
  - d. Lara Conrady, ASO Advisor/Counselor/Coordinator– Present
  - e. Pardaman Mann, Business office Designee – Present
2. OPEN FORUM-The public may speak only during open forum. Public comments are limited to 2 (two) minutes/speaker
  - a. None
3. **FINANCE REQUEST S20-16:** A motion was made by Vivian, seconded by Jenni, to approve funds in the amount of \$225,000 for 2020-2021 budget development.
  - a. Some budget items were adjusted for the \$225,000 amount.

A motion was made to approve funding by Jenni, seconded by Vivian and carried 3 yes, 0 no, and 0 abst. to approve ASO funds in the amount of \$225,000 for the Fiscal Year 2020-2021 budget development.

4. The meeting adjourned at 12:48 pm

Submitted by,  
Brandon Le  
ASO Treasurer

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 OFFICE OF THE CHANCELLOR 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 Division</b>
<b>CHANGES: Replaces Administrative Regulations E-26, 27, E-28, E-29, E-30, E-31, E-33, E-46</b>	<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 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 OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER: S-4</b>
<b>REFERENCE:</b>	<b>TOPIC:</b> Expenditures of Associated Student Body Funds
<b>ISSUE DATE: June 3, 2010</b>	<b>INITIATED BY:</b> Educational Support Services Division
<b>CHANGES:</b> Replaces Administrative Regulations E-48, E-49, E-52, E-53, 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: *HR*  
Herbert Ravetch, President

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

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

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

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

HR:WL:cg

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

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

*HR*



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

March 17, 2020

**TO:** Members of Pierce College  
Associated Student Body Community

**FROM:** Bruce Rosky  
Associate Vice-President

**SUBJECT: SUBMISSION OF FISCAL YEAR 2020-2021  
NON CLUB A.S.O. BUDGET REQUESTS**

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 Pierce College Student Body. ASO Funds are collected from students in order to offer extracurricular activities that students can benefit from.

The ASO Budget Request Form for fiscal year 2020-2021 commencing July 1, 2020 is attached for your use. Please prepare a separate request form for each program, project, event or item. We encourage you to complete this form electronically to take advantage of an embedded drop down menu and then print out for administrator/dean review (read below). These requests must be delivered to the Business Office **on or before April 17, 2020** to insure their inclusion in the ASO Finance Committee budget deliberations, so please plan ahead so you can obtain needed reviews.

**SAME as for last year:**

- All Budget Requests must align with the college mission and goals,
- On the Budget Request Form, you will need to identify what College Strategic Master Plan Goal that your request supports,
- **All requests must be reviewed and signed off by your supervising college administrator/dean prior to submission,**
- **FALL REQUESTS ONLY!!** Pending any changes to the Pierce College ASO Constitution, Funding requests for activities which occur prior to October 31, 2020, will be reviewed/awarded by the 2019/2020 ASO Finance Committee, before June 30, 2020. *Submit request for funds needed after October 31, 2020 to the ASO office after July 1, 2020,*
- **NO SPRING REQUESTS AT THIS TIME!!** Requests for events/programs which will occur after October 31, 2020 will be reviewed and acted upon by the 2020/2021 ASO Finance Committee. *Submit request for funds needed after October 31, 2020 to the ASO office after July 1, 2020,*
- **College Clubs requests are not to be submitted at this time and can only be submitted after the club's charter is approved in the 2020/21 academic year.**

**PROVIDE DETAIL COST BREAKDOWN:** In the preparation of the cost breakdown listed on the second page of the 2020-2021 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 ( ).
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 fiscal year 2020-2021, failure to submit budget requests or deferral of requests for later submission may not be able to be considered due to the non-availability of funds. Therefore, funding requests should be submitted, at this time, for all new and ongoing programs, which require funding.

If you have any questions or would like assistance in preparing the 2020-2021 budget request forms, please contact Jeremy Mason ( ), Abraham Papazian ( ), or myself ( ). We look forward to receiving your budget request.

- cc: Lara Conrady, ASO Advisor  
Eric Peters, VP Student Services  
Vivian Yee, ASO President  
Alexis Montevirgin, LAPC President  
Jeremy Mason, Senior Secretary
- Juan Carlos Astorga – Dean Student Services  
Rolf Schleicher – VP Admin. Services  
Brandon le, ASO Treasurer  
Members of ASO Finance Committee

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 \_\_\_\_\_

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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**ASO BUDGET 2020-2021**

<u>ACCT. NO.</u>	<u>ACCOUNT TITLES</u>	<u>AMOUNT</u>
<b>ASO OPERATIONS</b>		
7001	ASO Supplies	4,000.00
7002	ASO President's Expenses	1,000.00
7004	ASO Officer and Senator Leadership Training	10,000.00
7005	ASO Advisor Professional dev. /Training	6,000.00
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	4,000.00
7014	Business Office Supplies/Equipment/Overhead	4,000.00
7016	ASO Clerk Salary	6,000.00
7018	ASO Student Services Assistant	91,000.00
7019	ASO Programming Board of Events	10,000.00
7020	ASO Commencement Fund	10,000.00
7021	ASO Officer and Senator – Attire and Meeting Organization Materials	7,500.00
7022	ASO Advisor Discretionary Expense	4,000.00
7023	ASO Peer2Peer Program Support	<u>8,000.00</u>
	<b>TOTAL ASO OPERATIONS:</b>	<b>172,500.00</b>
<b>AWARDS</b>		
7104	Matt Phelps Memorial Club Leadership Award	850.00
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>5,950.00</b>

**BANQUETS**

<b>7204</b>	<b>Student Leadership Banquet</b>	<b>2,500.00</b>
	<b>TOTAL BANQUETS</b>	<b>2,500.00</b>

**CONTINGENCY**

<b>7323</b>	<b>ASO Contingency Account</b>	<b><u>4,950.00</u></b>
	<b>TOTAL CONTINGENCY ACCT</b>	<b>4,950.00</b>

**CULTURAL, ARTISTIC & LITERARY SUPPORT**

<b>7600</b>	<b>ASO Social/Cultural Committee</b>	<b>3,000.00</b>
<b>7604</b>	<b>Multicultural Week Workshop</b>	<b>1,200.00</b>
<b>7614</b>	<b>Hispanic Serving Institution Symposium</b>	<b>300.00</b>
<b>7618</b>	<b>Photo Salon (Photography Competition &amp; Exhibit)</b>	<b>1,000.00</b>
<b>7621</b>	<b>Media Arts Department/Film Club Film Series</b>	<b>400.00</b>
	<b>TOTAL CULTURAL, ART, LITERARY SUPPORT:</b>	<b>5,900.00</b>

**CLUB AND COMMUNITY SUPPORT**

<b>7800</b>	<b>ASO Club Council Programming Budget</b>	<b>10,000.00</b>
<b>7801</b>	<b>ASO Community welfare Committee</b>	<b>1,000.00</b>
<b>7805</b>	<b>ASO Tailgate Events</b>	<b><u>3,000.00</u></b>

**TOTAL CLUB AND COMMUNITY SUPPORT** **14,000.00**

**CO-CURRICULAR AND EXTRACURRICULAR SUPPORT**

<b>8001</b>	<b>ASO Dream Resource Center Support</b>	<b>2,000.00</b>
<b>8002</b>	<b>International Student Services/Orientation</b>	<b>500.00</b>
<b>8004</b>	<b>Media Arts Dept. Speaker Series</b>	<b>200.00</b>
<b>8026</b>	<b>Brahma Leadership Society</b>	<b>7,000.00</b>
<b>8027</b>	<b>Brave Bystander Intervention Programming</b>	<b>7,000.00</b>
<b>8055</b>	<b>Child Development Center</b>	<b>1,000.00</b>
<b>8064</b>	<b>ASO Student Health Advisory Committee</b>	<b><u>1,500.00</u></b>

**TOTAL EXTRACURRICULAR SUPPORT:** **19,200.00**

**Grand Total** **225,000.00**





# ASO OPERATIONS

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 Office Supplies and Equipment

Requestor ASO Telephone 2248

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

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

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

Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

The funds will be used for the standard office supplies for the ASO office. Funds will also be used for the purchase of equipment for ASO 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.

Supplies, include any materials needed for ASO Senate for yearly branding/marketing materials (backpaks, bags, etc)

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 5,000.00

Date Rec'd 04/15/20 Acct. No. 7001

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 4,000.00





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 President's Expense  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 1,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 1,000.00

Date Rec'd 04/15/20 Acct. No. 7002

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 1,000.00



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 Officer and Senator Leadership Training  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 10,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Apparel added as an additional item approved for purchase

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 3,000.00

Date Rec'd 04/15/20 Acct. No. 7004

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 10,000.00



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 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) \$ 9,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 6,000.00

Date Rec'd 04/15/20 Acct. No. 7005

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 6,000.00



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>		\$ 9,000

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

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Funds can be used for social media and campus event giveaways and prizes for students to encourage student engagement

**FUNDING REQUEST (Business Office Use)**  
 New \_\_\_\_\_ Renewal X  
 Prior Year Budget 4,000.00  
 Date Rec'd 04/15/20 Acct. No. 7006

**FINANCE COMMITTEE ACTION**  
 Date: 05/06/20  
 Vote: 5 Yes 0 No 0 Abst.  
 Amount: 5,000.00

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

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 500.00

Date Rec'd 04/15/20 Acct. No. 7007

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 500.00

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>		\$ 500

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

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

PLEASE CHECK ONE OF TWO ACTIONS:

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

**Data Summary**

Project Name ASO Elections Committee  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 1,500 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 1,500.00

Date Rec'd 04/15/20 Acct. No. 7008

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 1,500.00



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

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Funds can be used for apparel worn and/or distributed at any ASO club event

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 2,000.00

Date Rec'd 04/15/20 Acct. No. 7010

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 4,000.00

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

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 Business Office Supplies/Equipment/Overhead

Requestor Pardaman Mann Telephone x2863

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 \_\_\_\_\_

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

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 X

Prior Year Budget 7,000.00

Date Rec'd 04/17/20 Acct. No. 7014

### FINANCE COMMITTEE ACTION

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 4,000.00

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

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 Clerk Salary  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 12,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 12,000.00

Date Rec'd 04/15/20 Acct. No. 7016

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 6,000.00

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>\$ 12,000</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.



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 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 \_\_\_\_\_

**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).

Increased to include all salary and benefits.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 20,000.00

Date Rec'd 04/15/20 Acct. No. 7018

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 91,000.00



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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Funds can be used for apparel worn and/or distributed at any ASO event

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 10,000.00

Date Rec'd 04/15/20 Acct. No. 7019

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 10,000.00

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.

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

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

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

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

Funds 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 2,000.00

Date Rec'd 04/15/20 Acct. No. 7020

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 10,000.00

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.

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 5,050.00

Date Rec'd 04/15/20 Acct. No. 7021

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 7,500.00





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 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) \$ 4,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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 2,000.00

Date Rec'd 04/15/20 Acct. No. 7022

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 4,000.00



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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 5,000.00

Date Rec'd 04/15/20 Acct. No. 7023

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 8,000.00







# CONFERENCE & AWARDS





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



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 Eleany Busta Outstanding ASO Service Award

Requestor ASO Telephone 2248

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

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

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

Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 850.00

Date Rec'd 04/15/20 Acct. No. 7151

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<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.

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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 850.00

Date Rec'd 04/15/20 Acct. No. 7152

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<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.

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 \_\_\_\_\_

**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 04/15/20 Acct. No. 7153

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<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.

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 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 \_\_\_\_\_

**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 04/15/20 Acct. No. 7155

**FINANCE COMMITTEE ACTION**

Date: 05/06/20  
 Vote: 5 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<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.



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 Michelle Smith Memorial Scholarship  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: 13 years Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 850 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 850.00

Date Rec'd 04/15/20 Acct. No. 7156

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 850.00



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 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 \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 1,100.00

Date Rec'd 04/15/20 Acct. No. 7157

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 1,100.00







# BANQUETS

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 Student Leadership Banquet  
 Requestor ASO Telephone 2248  
 Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
 Funds Required (complete attached detail) \$ 5,000 Estimated cost/Student \$ \_\_\_\_\_  
 Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

These funds will be used to host student ASO Student Leaders appreciation events at the conclusion of each academic semester. The funds can be used for food, decorations, prizes, awards, etc. Estimated \$2,500 is allocated for Fall 2020; and an estimated \$2,500 is allocated for Spring 2021 events.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 4,000.00

Date Rec'd 04/15/20 Acct. No. 7204

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 2,500.00









# CONTINGENCY



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 Contingency Account (Emergency Expenses)  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 50,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Will revisit to ensure amount is available after items are funded.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 91,470.00

Date Rec'd 04/15/20 Acct. No. 7323

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 4,950.00

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.





# CULTURAL, ARTISTIC & LITERACY SUPPORT



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 Social/ Cultural Committee

Requestor ASO Telephone 2248

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

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

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

Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Funds can be used apparel worn and/or distributed at any ASO event.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 3,500.00

Date Rec'd 04/15/20 Acct. No. 7600

**FINANCE COMMITTEE ACTION**

Date: \_\_\_\_\_

Vote: 5 Yes 0 No 0 Abst.

Amount: 3,000.00





LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2020*  
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

**Data Summary**

Project Name Multicultural Week Workshop

Requestor Michael Habata / Diversity Committee Telephone 323-379-6623

Event Date: Oct. 29, 2020 Event Time: TBD Event Location: via online delivery (Zoom?)

How long has the event/project existed: 2 years Students Served approx. 700 students in 2019

Funds Required (complete attached detail) \$ 1200.00 Estimated cost/Student \$ 1.50-1.70

Admin./Dean. Review \_\_\_\_\_  
Name/Signature

**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.

An in-person version of this workshop had already been planned by the Pierce Diversity Committee with the ASO as the keynote address of an 2020 expanded Pierce Multicultural Day for April 23<sup>rd</sup>, 2020. The speaker, Cadence Valentine, is a transgender activist and speaker who was one of the founders of the transgender center for students at Cal State Northridge when she was an undergraduate student there. Later, in her career as an activist and speaker, Cadence was an advisor for actor Eddie Redmayne in his role in the feature film *The Danish Girl*. This is the description that Cadence had submitted for the in-person event:

*Activism, advocacy, progressivism. Powerful elements crucial to liberation and equity. But how does one navigate these in a climate dominated by division and struggles between identities? Join us for a keynote that looks at the power of self reflection, social location and conquering our own pride and shame.*

This workshop will be delivered online by Zoom or a similar format to Pierce students, as large gatherings may still not be possible in the fall at Pierce College. Cadence is a dynamic speaker who uses an interactive approach, and the committee has discussed with Cadence that she will adapt her workshop to an online format with a large audience of Pierce students. Cadence will use her personal experience and message to provide Pierce students with inspiration to be more involved with the campus/larger community and better understand themselves.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget \_\_\_\_\_

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Date Rec'd 04/14/20 Acct. No. 7604 Amount: 1,200.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	Online live workshop for Multicultural Week on Thursday, Oct. 29, 2020 by transgender activist and speaker Cadence Valentine on activism, advocacy, and overcoming the current climate and struggle among identities.	\$ 1200.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ASO REQUEST</b>		<b>\$ 1200.00</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

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2020*  
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

**Data Summary**

Project Name Hispanic Serving Institution Symposium

Requestor Mario Macias Telephone 3238684875

Event Date: Thu. Oct. 1<sup>st</sup> 2020 Event Time: 2-4pm Event Location: The Great Hall

How long has the event/project existed: \_\_\_\_\_ Students Served 30

Funds Required (complete attached detail) \$ 900 Estimated cost/Student \$ 20

Admin./Dean. Review \_\_\_\_\_  
Name/Signature

**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 event centers on a film screening about student activism, Latino studies, and research policy. This film event would include a panel presentation with one Pierce Librarian, an invited speaker (tentatively considering a CSUN librarian), hopefully a Pierce/LACCD faculty member, and a LACCD student activist (ideally). The panel presentation would be recorded for asynchronous learning, as part of a Canvas module designed by Librarians for “extra credit” opportunities; this module would cover learning outcomes focused on information competency and the Library as a student support service. This event would be sponsored by the LAPC Library; and we would invite support from relevant entities, such as MEChA de Piece College, Modern Languages, and the Diversity Committee. We would also take advantage of all mechanisms to promote and market this event to all students and the campus community, in advance. As part of “Hispanic Heritage Month,” moreover, this event would add to the cultural competency related to issues of Latino/a & Immigrant identities. The documentary, *Change the Subject*, shows how an instance of campus activism entered the national spotlight, and how a cataloging term became a flashpoint in the immigration debate on Capitol Hill. The Student Body and Pierce Community would benefit from this event by learning about the real-world impact of research mechanics and about the political impact of anti-immigrant descriptions.

Due to COVID-19 concerns, ASO suggests to come back to ASO in Fall 2020 for review and approval for additional funding ASO encourages this event to continue and the \$300.00 covers the screening fees to ensure that the event can continue for students virtually.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/12/20 Acct. No. 7614

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 300.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Screening Fees	\$ 300
	Food for students/community attendees via Bookstore	\$ 600
	Speaker honorarium	\$ 300
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ASO REQUEST</b>		<b>\$ 900</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.



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

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION

# 2020/2021 FUNDING REQUEST

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2020*  
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the business office*

## Data Summary

Project Name Media Arts Department/Film Club Film Series  
Requestor Ken Windrum, Media Arts Instructor Telephone (818) 710-2960  
Event Date: 10/19, 11/4, 11/24. Event Time: 1pm; 12:45pm; 6:30pm Event Location: The Great Hall  
How long has the event/project existed: 4 ½ years Students Served: Entire student population  
Funds Required (complete attached detail) \$ 1,700.00 Estimated cost/Student \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Due to COVID-19 concerns, ASO suggests to come back to ASO in Fall 2010 for additional funding review and approval for additional events. This \$400.00 is to fund one movie screening as a pilot for online movie screenings for students.

### FUNDING REQUEST (Business Office Use)

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/14/20 Acct. No. 7621

### FINANCE COMMITTEE ACTION

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 400.00

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





# CLUB & COMMUNITY SUPPORT



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 Club Council Programming Budget

Requestor ASO Telephone 2248

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

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

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

Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

Funds can be used for apparel worn and/or distributed at any ASO club event.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 15,000.00

Date Rec'd 04/15/20 Acct. No. 7800

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 10,000.00



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 Community Welfare Committee  
Requestor ASO Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 1,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

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

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 1,000.00

Date Rec'd 04/15/20 Acct. No. 7801

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 1,000.00



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 Tailgate Events

Requestor ASO Telephone 2248

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

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

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

Admin./Dean. Review \_\_\_\_\_

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

Narrative Justification for funding – please be very detailed.

Funds will be used to host ASO-sponsored tailgates. Average expenditure would be \$500-\$1000 per tailgate.

Funds can be used apparel worn and/or distributed at any ASO tailgate.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget 5,050.00

Date Rec'd 04/15/20 Acct. No. 7805

**FINANCE COMMITTEE ACTION**

Date: \_\_\_\_\_

Vote: 5 Yes 0 No 0 Abst.

Amount: 3,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<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.





# CO-CURRICULAR SUPPORT



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 Dream Resource Center Support  
Requestor Kimberly Castillo / Dream Resource Center Telephone 2248  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
How long has the event/project existed: \_\_\_\_\_ Students Served \_\_\_\_\_  
Funds Required (complete attached detail) \$ 2,000 Estimated cost/Student \$ \_\_\_\_\_  
Admin./Dean. Review \_\_\_\_\_

**Strategic Goal Alignment (select from drop down menu): D.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 our campus by helping fund an orientation program and other support activities/programs and supplies.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/15/20 Acct. No. 8001

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 2,000.00





**FUNDING REQUEST (Business Office Use)**

New \_\_\_\_\_ Renewal   X  

Prior Year Budget   650.00  

Date Rec'd   04/15/20   Acct. No.   8002  

**FINANCE COMMITTEE ACTION**

Date:   05/06/20  

Vote:   5   Yes   0   No   0   Abst.

Amount:   500.00  

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	See attachment for previous invoice.	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ASO REQUEST</b>		\$



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



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 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 \_\_\_\_\_

**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.

Funds can be used for branding apparel.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/15/20 Acct. No. 8026

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 7,000.00



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 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 \_\_\_\_\_

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 BRAVE (Brahmas Responding with Actions and Voices through Empowerment) Bystander Intervention Program. Funds can be used to host speakers, refreshments, 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

Funds can be used for branding apparel.

### FUNDING REQUEST (Business Office Use)

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/15/20 Acct. No. 8027

### FINANCE COMMITTEE ACTION

Date: 05/06/20

Vote: 5 Yes 0 No 0 Abst.

Amount: 7,000.00



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2020*  
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

**Data Summary**

Project Name Child Development Center-

Requestor 6494 work: Melissa Brisbois Director Telephone 805-796-7263 cell 818-719-

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: Child Development Center

How long has the event/project existed : \_\_\_\_\_ Students Served 10 years

Funds Required (complete attached detail) \$ \_\_\_\_\_ Estimated cost/Student \$1000.00

Admin./Dean. Review \_\_\_\_\_  
Name/Signature

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

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  x

Prior Year Budget  \$1000.00

Date Rec'd  4/17/2020  Acct. No.  8055

**FINANCE COMMITTEE ACTION**

Date:  05/06/20

Vote:  5  Yes  0  No  0  Abst.

Amount:  1,000.00

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Consumable supplies such as paper, paint, clay, outdoor supplies etc. for the center	\$ 1000.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL ASO REQUEST</b>	\$ 1000.00

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

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**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 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 \_\_\_\_\_

**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 500.00

Date Rec'd 04/15/20 Acct. No. 8064

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

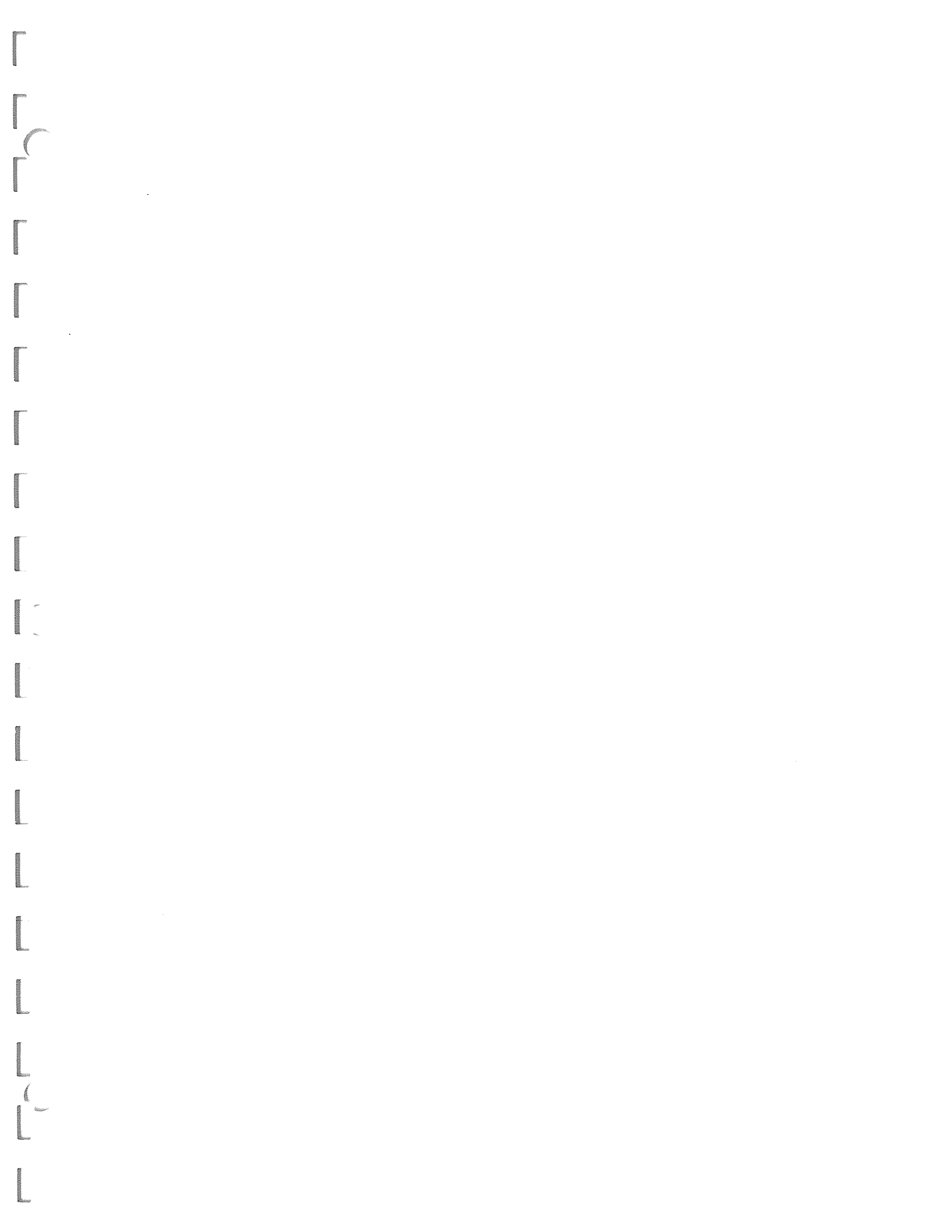
Vote: 5 Yes 0 No 0 Abst.

Amount: 1,500.00

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





**ITEMS NOT FUNDED**

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 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 \_\_\_\_\_

**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. This contest was funded by ASO in Spring 2020, and due to the campus closure, the contest was suspended.

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

T-shirts (2 color imprint, 2 places for artwork) - \$5000

Printing/Publicity for Contest- \$500

Currently being held-will come back to ASO for 2020-2021 request.

**FUNDING REQUEST (Business Office Use)**

New X Renewal X

Prior Year Budget 0

Date Rec'd 04/15/20 Acct. No. \_\_\_\_\_

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 0 Yes 5 No 0 Abst.

Amount: 0







Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
	Meal Dinner from Casablanca Restaurant	\$ 1000.00
	Supplies for building Day of the Dean altar	\$ 300
	Honorarium for performer	\$700
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ASO REQUEST</b>		<b>\$ 2000.00</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.

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

- BUDGET REQUEST *Return to Business Office by April 17, 2020*  
 FINANCE REQUEST *Present to ASO Senate prior to submitting to the Finance Committee*

**Data Summary**

Project Name French Film Festival

Requestor Denis Pra / Donna Accardo Telephone 323-627-0288

Event Date: November 2020 Event Time: TBD Event Location: The Great Hall

How long has the event/project existed: 2 years Students Served About 300 students  
attended the event in fall 2020 (6 screenings)

Funds Required (complete attached detail) \$2,900 Estimated cost/Student \$9.5

Admin./Dean. Review \_\_\_\_\_  
 Name/Signature \_\_\_\_\_

**Strategic Goal Alignment: Overarching Goals-CAPS**

- D. Enduring Student Success**  
**5. Provide a learner-centered environment that promotes active learning and student engagement**  
**5d. Create programs that promote student and faculty contact outside the classroom**

The French program of the Modern Languages Department in association with the French Club would like to request funding and sponsorship to the Pierce College Associated Student Organization (ASO) in order to organize the third annual French Film Festival on campus.

The festival usually takes place during the first half of November, depending on the availability of the Great Hall. The requested funding would allow us to plan this interdisciplinary event and pay for the services associated with it (see details on page 2). In November 2019, the French Film Festival organizers in collaboration with faculty and staff from six departments (Modern Languages, English, History, Communication Studies, Dance, and the Student Health Center) brought French culture through Cinema on campus and introduced students to the French and Francophone World. The goal of the event has been to expose Pierce students to foreign language film and culture. Many of them have never seen a film with subtitles.

Last year, ASO as well as the French Embassy, sponsored the film festival and helped us to have a great event on campus. In addition to the film screenings, we had food tasting (French pastries and Moroccan specialties) as well as French music. Each screening concluded with a lively and engaging Q&A session where students enjoyed speaking with film makers and faculty.

The French Film Festival will be open and free to all Pierce College students as well as the Woodland Hills community; our goal is to offer the Pierce community an opportunity to experience and connect with another culture.

Since the French Film Festival was well attended last year (approx. 300 people attended the event), we are hoping once again for the support of ASO for the 2020 event.

Due to COVID-19 concerns, ASO suggests to come back to ASO in Fall 2020 for review and approval. ASO encourages this event to proceed in an online format only. French Embassy covers screening costs of movies.

**FUNDING REQUEST (Business Office Use)**

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

Prior Year Budget \_\_\_\_\_

Date Rec'd 04/14/20 Acct. No. \_\_\_\_\_

**FINANCE COMMITTEE ACTION**

Date: 05/06/20

Vote: 0 Yes 5 No 0 Abst.

Amount: 0

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1.	Screenings of 6 movies over 2 weeks: <ul style="list-style-type: none"> <li>- Purchase of the DVDs (approx. \$20 per DVD)</li> <li>- Movie licenses (approx. \$350 per movie)</li> </ul>	(\$2,200 COVERED BY THE FRENCH EMBASSY IN 2019)
2.	Promotion of the event: <ul style="list-style-type: none"> <li>- Advertising with <i>Roundup</i>: \$750</li> <li>- Printing (Posters &amp; Flyers): \$150</li> <li>- Program Production (Doreen Clay): FREE</li> <li>- Advertising on the Marquee: FREE</li> </ul>	\$900
3.	Food, Refreshments, and entertainment: <ul style="list-style-type: none"> <li>- Beverages, food, and utensils (LAPC Bookstore): \$400</li> <li>- Opening Reception: French pastries (Pascal Pâtisserie, 21040 Victory Blvd): \$600</li> <li>- Closing Reception: French cuisine (TBA): \$800</li> <li>- French Performers (Dominique Merrill): \$200</li> </ul>	\$2,000
4.	Facilities: <ul style="list-style-type: none"> <li>- The Great Hall: \$0</li> <li>- Cleaning: \$0</li> </ul>	FREE
		\$
		\$
<b>TOTAL ASO REQUEST</b>		<b>\$2,900</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.



LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

BUDGET REQUEST *Return to Business Office by April 17, 2020*

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

**Data Summary**

Project Name Journeyman Club Play Production

Requestor The Journeyman (ASO Club) Telephone: Janel Javier, President (818) 288 - 3882

Event Date: TBA (See below) Event Time: 8:00 P.M Event Location: Dow Arena Theatre

How long has the event/project existed: 1 year Students Served 79 Participants: 90 Audience

Funds Required (complete attached detail) \$ 2,950 Estimated cost/Student \$

Admin./Dean. Review

Name/Signature

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

Back in the Fall semester of 2019, The Journeyman, our theatre club, produced a staged reading of the play "She Kills Monsters" by Qui Nguyen before the department's official shows opened, allowing a large group of diverse students to get a taste of what theatre at Pierce College was like. After seeing how much fun the students had, we started to wonder what it would be like if we, the Journeyman, produced this show (or any show) fully realized and fully designed by students. We put the thought in our back pockets, letting this idea grow as we continued our regular tasks in the theatre.

For this upcoming Fall semester, The Journeyman would like to bring this idea of producing a full play production to life. The Covid crisis and the cessation of live events has created a dearth of opportunities for our students. The outbreak has cancelled in-person classes, and the theatre program will be postponing the Spring 2020 performances to the Fall semester, resulting in fewer opportunities for students to learn as actors, directors or designers within the program. With this student-driven production we aim to engage students in applying their skills in performance, lighting, sound, direction, and stage design that they may have learned in class. We also aim to lead the current and future theatre students in the process of creating, designing and producing a professional show.

This event would take place over a weekend, ideally with performances each night from Thursday to Sunday, but it depends on the department's productions and the theatre's schedule. We do not have a set schedule because our times depend on the scheduling of the other two postponed shows, which have not yet been decided. We have acquired much feedback and support from the staff in our department, but this is a large undertaking that needs support financially from the larger Pierce community.

With the help of our department's staff overseeing the technical, directorial and producing duties and helping us build this project, our goal is to give more students the chance to build relationships within the theatre program, as well as strengthen the sense of community in Pierce College that has been hindered because of the events of this semester.

Narrative Justification for funding – please be very detailed.

Due to COVID-19 concerns, ASO suggests to come back to ASO in Fall 2020 for review and

approval  
**FUNDING REQUEST (Business Office Use)**

**FINANCE COMMITTEE ACTION**

New x Renewal

Date: 05/06/20

Prior Year Budget \_\_\_\_\_

Vote: 0 Yes 5 No 0 Abst.

Date Rec'd 03/28/20 Acct. No. \_\_\_\_\_

Amount: 0 \_\_\_\_\_

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
2	Play Rights/Licensing: Minimum \$125 per night	\$600
2	Set: Lumber, Paint, Fasteners, Equipment	\$600
2	Costumes: Fabric, Clothing Pieces, Notions, Jewelry, Makeup	\$400
2	Props: Materials, Prop Pieces	\$400
2	Tech: Lighting instruments, Sounds/Music licenses	\$400
2	Programs: Printed Pamphlets	\$300
2	Advertising: Posters, Flyers, Online Ads	\$250
<b>TOTAL ASO REQUEST</b>		<b>\$ 2,950</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.

LOS ANGELES PIERCE COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
**2020/2021 FUNDING REQUEST**

PLEASE CHECK ONE OF TWO ACTIONS:

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

**Data Summary**

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

Requestor Lauren Saslow Telephone 818-712-2670

Event Date: Fall semester Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

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

Funds Required (complete attached detail) \$7745.10 Estimated cost/Student \$1 per student

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

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

Narrative Justification for funding – please be very detailed.

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

**Saturdays:**

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

**Finals:**

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

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

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

Due to COVID-19 concerns, ASO suggests to come back to ASO in Fall 2020 for monthly additional funding review and approval

**FUNDING REQUEST (Business Office Use)****FINANCE COMMITTEE ACTION**New \_\_\_\_\_ Renewal XDate: 05/06/20Prior Year Budget 1,430.00Vote: 0 Yes 5 No 0 Abst.Date Rec'd 04/23/20 Acct. No. 8014

Amount: \_\_\_\_\_

Item No	Detailed Event Description with Breakdown of How Money will be spent and a projected Budget Cost	Estimated Cost
1	<p>See attached paper for breakdown of funding request.</p> <p>Library tech to support students at Circulation (Librarian is already funded). Fall semester on Saturdays, 5.5 hours/Saturday.</p>	\$ 3960.00
2	<p>Student Workers (2) to support labs and areas in library Spring semester on Saturdays, 5 hours/Saturday.</p>	\$2318.40
3	<p>Finals weeks (additional hours for 4 days) and Sunday (5 hours)  Last Academic Year, over 1,100 students used the library on the 4 days. This was a great service to help our students succeed in their classes.  Librarian, additional assignment:  Library Technician, additional hours:  Student workers (2), additional hours:</p>	<p>\$ 726.00  \$ 450.00  \$ 289.80</p>
TOTAL ASO REQUEST		\$7745.10

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