



# Associated Students, Inc.

## Funding Request Form

### 2016-17

"...For the Students, by the Students"

- Necessary Documents:
- Event Flyer w/ A.S.I. Logo
  - CSI Event Reg. Form
  - Estimates / Food Permits
  - Event Estimates / Invoices

**Contact**

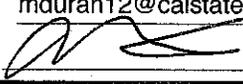
Officer Name: Marissa Duran

Officer Title: SPSA President

Address: 13119 San Antonio Ave.

City/State/Zip: Chino, CA 91710

Phone & Email: mduran12@calstatela.edu (909)636-2201

Officer Signature: 

**Organization**

Club/Organization: School Psychology Student Association

Event Title: NASP

Date(s) of Event: 2/21/17 Quarter: Fall Spring

Location of Event: San Antonio, Texas

Expected Total Attendance: 4+

Expected Attendance of Cal State LA Students: 4+

### Event Description and Total Cost Breakdown

Briefly describe the event:

The National Association of School Psychology Annual Convention is the largest gathering of school psychologists. The convention is an important professional development opportunity for graduate students. It offers more than 1,000 sessions and workshops over four days that will provide us with skills and strategies as future school psychologists. Conference attendance will enable our graduate students to represent Cal State Los Angeles as a leading institution in the preparation and training of future school psychologists.

Is the event open to all Cal State LA students?: No

How will this program enhance the Cal State LA experience?:

The objectives of this convention are to promote Cal State Los Angeles as a leading institution for the training of school psychologists, networking opportunities, enhancing research presentation skills and dissemination and to promote best practices within the field.

**Hospitality**

Description	Amount

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount
	\$0.00

**Other**

Description	Amount
Hotel Accomodation	\$3,348.00
Transportation	\$130.00

### Event Summary

Total Cost of Event: \$3,478.00

Amount Requested from A.S.I.: \$3,000.00

Amount from other sources:  

What other resources are you employing for this event?

### For Office Use Only • Do Not Write Below

- Important:**
- (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
  - (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
  - (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and staff initial: MD 2/19/17



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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***Charter College of Education***

***Division of Special Education and Counseling***

**5151 State University Drive, Los Angeles, CA 90032-8144**

**323-343-4400 (Phone)**

**323-343-5605 (Fax)**

Dear Members of the ASI Funding Committee:

This letter is to confirm that graduate students under my advisement will be attending and participating in several presentations at the National Association of School Psychologists annual conference in February, 2017. Marissa Duran and Nancy Castillo are graduate students in the MS in Counseling-School Psychology Option program and will be co-presenting with me on two poster presentations. The poster sessions will be held on February 22 (5:00-6:30 PM) and 24 (9:30-11:00 AM), 2017 in San Antonio, TX. The graduate students have been working on the development of the poster presentation, including synthesizing and summarizing study results, creating visuals for the poster (e.g., tables and graphs), and printing the poster. I have been advising them as they develop the poster presentations. Finally, students will attend the poster sessions at the conference and interact with attendees.

Please feel free to contact me if there is other pertinent information I may provide or if you have any questions regarding the students' participation in the research presentations.

Sincerely,

A handwritten signature in cursive script that reads "Elina Saeki".

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Elina Saeki, Ph.D.

Assistant Professor

Program Coordinator, School Psychology Program

323.343.4448 | [esaeki@calstatela.edu](mailto:esaeki@calstatela.edu)



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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***Charter College of Education***

***Division of Special Education and Counseling***

**5151 State University Drive, Los Angeles, CA 90032-8144**

**323-343-4400 (Phone)**

**323-343-5605 (Fax)**

Dear Members of the ASI Funding Committee:

I am writing to you as the faculty advisor for the Cal State LA School Psychology Student Association (SPSA). I am writing in strong support of SPSA's request for funding to attend the National Association of School Psychologists Annual Convention, to be held in San Antonio, TX, February 21<sup>st</sup> through 24<sup>th</sup>, 2017. I wish to confirm that our current budget from the club fundraising activities will allow us to underwrite the required 30% of funds needed for travel to this conference.

Sincerely,

A handwritten signature in cursive script that reads "Elina Saeki".

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Elina Saeki, Ph.D.

Assistant Professor

Program Coordinator, School Psychology Program

323.343.4448 | esaeki@calstatela.edu



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CHARTER COLLEGE OF EDUCATION

Office of the Dean

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December 15, 2016

Dear Cal State LA ASI Funding Committee:

I am writing in strong support of the members of the School Psychology Student Association (SPSA) chapter at Cal State LA and their request for ASI funding to attend the National Association of School Psychologists Annual Convention, to be held in San Antonio, Texas, February 21st through 24th, 2017.

SPSA's mission is to promote and support the pursuit of professional preparation in the field of school psychology, with special emphasis on serving linguistically and culturally diverse populations in urban schools. SPSA strives to encourage the collaboration and cooperation among graduate students, faculty, alumni, and professionals in the field of school psychology and more broadly, in education. Ultimately, SPSA's intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research. This annual conference is the largest gathering of school psychologist professionals, nationally and internationally. This presents a tremendous opportunity for our school psychology graduate students to not only present their research in collaboration with their faculty mentors, but also to network with professionals in the field. Conference attendance will enable our graduate students to represent Cal State LA and the CCOE as a leading institution in the preparation and training of future school psychologists.

In order for our students to attend this conference, travel and accommodations are cost-prohibitive. Therefore, additional university support is requested for students to attend the conference.

I am in full support SPSA's request for funding in support of attending this important meeting.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl L. Ney".

Dr. Cheryl L. Ney  
Interim Dean, Charter College of Education

# National Association of School Psychology Annual Conference 2017

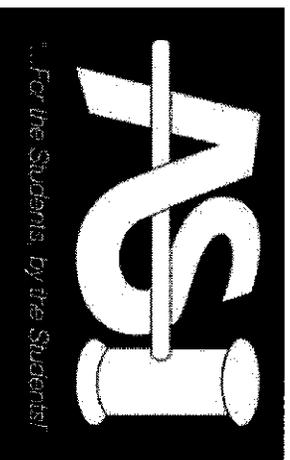
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February 21-24, 2017

The Henry B. González Convention Center San Antonio, Texas

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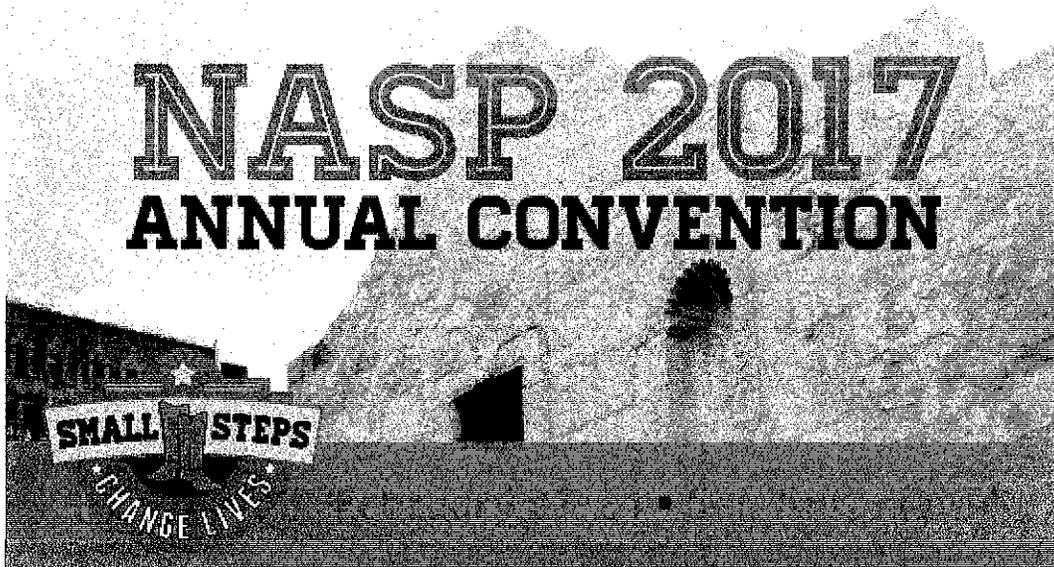
The School Psychology Student Association's mission is to promote and support the pursuit of professional preparation in the field of School Psychology, with special emphasis with those serving linguistically and culturally diverse populations in urban schools. We strive to encourage the collaboration and cooperation amongst graduate students, alumni and professionals in the field of School Psychology. Ultimately our intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research.





NATIONAL ASSOCIATION OF  
School Psychologists

# **NASP Annual Convention** (February 21–24, 2017, Henry B. González Convention Center)



## **Important Dates**

### **Preconvention Registration Deadline**

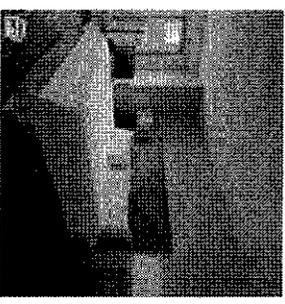
Jan 25, 2017

### **Housing Reservation Deadline**

Jan 25, 2017

1. Your selection

**San Antonio Marriott Rivercenter**  
 101 Bowle Street San Antonio, TX 78205 USA



Check in: Monday, February 20, 2017  
 Check out: Sunday, February 26, 2017  
 Room(s): 1  
 Guest(s) per room: 2  
 Room type(s): Guest room, 1 King or 2 Double  
[Edit](#) - [Room details](#)

3. Summary of Charges

1 room(s) for 6 night(s)	Prices in USD
Monday, February 20, 2017	229.00
Tuesday, February 21, 2017	399.00
Wednesday, February 22, 2017	299.00
Thursday, February 23, 2017	259.00
Friday, February 24, 2017	219.00
Saturday, February 25, 2017	209.00

Total cash rate **1,614.00**  
 Total taxes and fees **270.34**

Total for stay in hotel's currency **1,884.34 USD**  
 Our best rate. Guaranteed.

2. Your requests

Make requests for accessibility, early check-in and more.  
 Another benefit of booking direct on Marriott.com

- Accessibility
- Early check-in
- Extra towels
- Rollaway/crtn
- Feather-free room
- Room location

[Make Request](#)

4. Confirm details

About this reservation:

FREE Cancellation: You may cancel your reservation for no charge until February 18, 2017 (2 days before arrival).

**Continue**

Next, you'll provide your information



Skip

Continue



### CLASSIC MARGARITA AND SOUVENIR GLASS

Add \$15.00 /each

Sip on a classic margarita in a colorful souvenir glass.

Room 1

Qty

[READ MORE](#)



### ROMANTIC TURNDOWN SERVICE

Add \$25.00 /each

Enjoy sparkling wine, four chocolate truffles and a rose.

Room 1

Qty

[READ MORE](#)



### \$100 MOKARA SPA CREDIT

Add \$85.00 /each

Save 15% on a \$100 credit toward any spa service.

Room 1

Qty

[READ MORE](#)



### MASSAGE AND LUNCH

Add \$150.00

/each

Enjoy a Swedish massage and lunch at the Mokara Spa.

Room 1

Qty

[READ MORE](#)

## Your Reservation



### OMNI LA MANSION DEL RIO

112 College Street  
San Antonio, TX 78205  
Telephone: 210-518-1000  
Fax: 210-226-0389  
[Property Details](#)

#### Stay Information

Arrive 2/20/2017  
Depart 2/26/2017  
Total Nights 6  
Number of Rooms 1  
Change

#### Room 1

Subtotal (6 nights) \$1254.00 USD  
Taxes \$210.06 USD  
Room Total \$1464.06 USD

Change >

Grand Total \$1464.06 USD



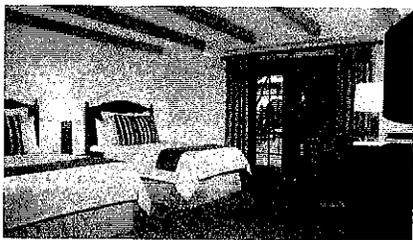
### BEST RATE GUARANTEE

Omni Hotels Guarantees The Best Publicly Available Rates

## ROOM SUMMARY



### ROOM 1 Deluxe Room - 2 Double Beds 2 Adults



#### ROOM RATE

Sun	Mon	Tue	Wed	Thr	Fri	Sat
\$209	\$209	\$209	\$209	\$209	\$209	\$209

best available rate

Subtotal (6 Nights) \$1254.00 USD

Taxes \$210.06 USD

**Grand Total** \$1464.06 USD

Taxes, charges, and gratuities are calculated based on room rate and additional items purchased above. Additional charges may apply. Read complete terms and conditions.

#### Cancellations

Cancel by 12PM on 02/18/2017 to avoid \$244.01 penalty.

#### Guarantee Policy

Guarantee is mandatory to reserve room, AX, CB, DC, DS, JC, MC, VI

#### Deposit Policy

A deposit is not required

#### Best Available Rate

Take advantage of Omni's special web rate!

Availability Select service Payment Confirmation

Select type of service and pickup time

Pickup / Dropoff Information

Traveling from: San Antonio Airport On: Monday, February 20, 2017

Traveling to: Marmot Rivercenter At: 10:15 AM or later

Please note that fares do not include a driver gratuity.

Share Ride for 6 passengers Price for all passengers, includes all taxes and fees.

109.50

Fare

Continue



# STUDENT ORGANIZATION EVENT REGISTRATION FORM



This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: School Psychology Student Association PHONE: (909)636-2201 DATE: 12/5/16  
 EVENT CONTACT NAME: Marissa Duran EMAIL: mduran12@calstatela.edu  
 NAME OF EVENT: NASP Convention LOCATION: San Antonio, Texas  
 EVENT DATE: Feb 21-24 2017 BEGIN TIME: 8 - NA END TIME: NA ESTIMATED ATTENDANCE: 4+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

FUNDRAISER EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM  
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION  
 OTHER:

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

SPORTS ACTIVITY OR TOURNAMENT FOREST CLEAN-UP INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL  
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

School Psychology graduate students will be presenting research at the National Association of School Psychology conference. They will be representing the School Psychology program at Cal State Los Angeles. This event will give the students an opportunity to become educated on information that is not right in the program, learn new research information and network with practicing school psychologists from all over the United States.

WHO IS INVITED (CHECK ALL THAT APPLY):

STUDENT ORG. MEMBERS  CAL STATE L.A. COMMUNITY  OTHER COLLEGES & UNIV.  GENERAL PUBLIC  GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.  NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?

(If yes, please complete statement regarding cash transactions on the back of this form)  NO  YES, HOW MUCH?

WILL A MOVIE BE SHOWN?  NO  YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY?  NO  YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT?  NO  YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER:

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT?  NO  YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?  NO  YES Initials  
 If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?  NO  YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?  NO  YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

## STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: \_\_\_\_\_, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

**Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):**

PRESIDENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TREASURER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities.

**CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Judicial Affairs.

**ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.

**PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

**MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.**

STUDENT ORG. OFFICER'S NAME <i>Marissa Duran</i>	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) <i>[Signature]</i>	DATE: <i>12-5-16</i>
ADVISOR'S NAME <i>Elina Saeki</i>	<i>[Signature]</i>	<i>12-6-16</i>

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

SIGNATURE:  
*[Signature]*

DATE:  
*11/23/17*

CENTER FOR STUDENT INVOLVEMENT DIRECTOR:

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED: \_\_\_\_\_

### NOTIFICATIONS:

PUBLIC AFFAIRS DATE: \_\_\_\_\_  ATHLETICS DATE: \_\_\_\_\_  
 DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_  FACILITIES USE COORDINATOR DATE: \_\_\_\_\_

### NOTES OR UPDATES:

*General Release / Field Trip Form to be completed before Org's trip*