

ASI 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

Organization

Club/Organization: Alpha Tau Delta - Phi CSULA Chapter
 Event Title: Cal State LA BSN Class of 2017 Pinning Ceremony
 Date(s) of Event: 5/21/17 Quarter: Spring
 Location of Event: Golden Eagle Ballroom
 Expected Total Attendance: 480
 Expected Attendance of Cal State LA Students: 350

Event Description and Total Cost Breakdown

Briefly describe the event:

Please refer to supplemental form

Is the event open to all Cal State LA students?: Yes

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

Please refer to supplemental form

Hospitality

Description	Amount
Food, Linen Rental, Stage Rental,	\$17,756.00
Projector, Microphone with Podium	
Rental, and various other fees	
(See attached Invoice)	

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Fliers (Campus Reprographics)	\$300.00
Programs (Campus Reprographics)	
Tickets for admission (Campus	
Reprographics)	

Other

Description	Amount

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$18,056.00
 Amount Requested from A.S.I.: \$3,000.00
 Amount from other sources: \$15,056.00

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.

What other resources are you employing for this event?
 Money raised through fundraising and dues by the Cal State LA BSN nursing class of 2017 which includes 27 ATD members

All forms must have a Time Stamp and

staff initial: BN

17 APR 7:41:38:85

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



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: Alpha Tau Delta PHONE: 8184372693 DATE: 03/07/17
 EVENT CONTACT NAME: Ho Jae Shin EMAIL: hojae.shin17@gmail.com
 NAME OF EVENT: Cal State LA BSN Class of 2017 Pinning Ceremony LOCATION: Golden Eagle Ballroom
 EVENT DATE: 05/21/2017 BEGIN TIME: 4:30pm END TIME: 6:00pm ESTIMATED ATTENDANCE: 480

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: Pinny Ceremony

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

<input type="checkbox"/> SPORTS ACTIVITY OR TOURNAMENT	<input type="checkbox"/> FOREST CLEAN-UP	<input type="checkbox"/> INTERNATIONAL TRAVEL
<input type="checkbox"/> BEACH CLEAN-UP	<input type="checkbox"/> INDOOR/OUTDOOR COOKING	<input type="checkbox"/> DOMESTIC TRAVEL
<input type="checkbox"/> BEACH BONFIRE		

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):
 Nursing Pinning Ceremony

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? \$220

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: Alpha Tau Delta, 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):

No Fundraiser only charging admission

PRESIDENT: Youkyung Kim SIGNATURE: Eunice Kim DATE: 3/7/17
TREASURER: Aris Fidelino SIGNATURE: A. V. Lill DATE: 3/7/17

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: Ho Jae Shin SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 3/7/17
ADVISOR'S NAME: Darlene Finocchiaro SIGNATURE: [Signature] DATE: 3/7/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3/10/17
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY
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:

You are cordially invited to...

CALIFORNIA STATE UNIVERSITY LOS ANGELES

SCHOOL OF NURSING



Class of 2017
Pinning Ceremony

FRIDAY MAY 19TH, 2017 ■

GOLDEN EAGLE BALLROOM
5151 STATE UNIVERSITY DR
LOS ANGELES, CA 90032



RSVP: Email JCrawfo2@CalStateLA.edu
ADMIT ONE TICKET



Golden
Eagle
Hospitality

California State University, Los Angeles

5151 State University Drive, Los Angeles, CA 90032

Phone: (323) 343-6770 - Fax: (323) 343-6771

Banquet Event Order

BEO # E25352

Event Date: 5/19/2017 Friday

Client/Organization	Event Date	Booking Contact	Event #
CSULA Nursing - Class of 2017	5/19/2017 (Fri)	Johnjay Crawford	E25352
Address		City, St/Prov Postal	Booking Tel
		Los Angeles, CA 90032	(818) 414-0576
			Guests
			480 (Act)

Party Name	Sales Rep	Theme	Category
CSULA Nursing - Class of 2017	Amanda Tapia	Banquet	

Venue

Description	Type	Start	End	Banquet Room	Setup Style			
		6:00 pm	10:30 pm	Ballrm 1-3	Banquet 10			
Food & Beverage				Equipment/Miscellaneous				
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total	
Beverage set on Patio for 6:00pm				Patio set-up				
(15) -Raspberry Iced Tea	Gallon(s)	16.00	240.00	(4) Check-in Tables- Set along Railing	Each			
Water Service				Ballroom Set-up				
(480) Cups	Each	0.05	24.00	(48) Rounds of 10- w/ 132" Grey Linen	Each	15.00	720.00	
(480) Plated Dinner Served at 7:00pm	Guest(s)	21.22	10,185.60	(480) Black Chair Covers	Each	2.50	1,200.00	
PRE-SET - Mixed Green Salad w/ Lemon-Vinaigrette				(1) Up Lights - By Jones Lighting	Each	300.00	300.00	
Pre-SET- Alternnating Cake (Client to pick cake Flavor(s))				(1) Stage - East Wall	Each	125.00	125.00	
Chicken Option: Achioté Grilled Sliced Chicken w/ a Mango Salsa				(1) Podium and Microphone	Each			
Fish Option: Grilled Salmon w/ a Mango Salsa				(3) Av Carts, Projector and Screen (Client to provide Laptop)	Each	25.00	75.00	
-Yukon-Gold Mashed Potatoes				(1) Parking Lot Rental (150 permits)	Each	165.00	165.00	
-Grilled Asparagus				(6) Directional Signs	Each	17.00	102.00	
-Bread and Butter								
-Lemonade and Water Service								
Bar set on patio (may move insdie after 7:00pm)								
(1) Cash Bar set-up (6:00pm to 7:00pm) - Set on Patio	Each	75.00	75.00					
(480) Champagne Toast	Each	0.50	240.00					
(48) Champagne Bottled	Each	15.00	720.00					

Authorized Signature & Date: _____

GEH Signature & Date: _____

Notes

CSULA Nursing - Class of 2017- Pinning Ceremony
 Event Set-up: 4:30pm
 Event Starts: 6:00pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	10,449.60	0.00	1,035.00	2,687.00	0.00	0.00	0.00	14,171.60
Service Charge	1,776.43	0.00	175.95	456.79	0.00	0.00	0.00	2,409.17
Taxes	1,069.78	0.00	105.96	0.00	0.00	0.00	0.00	1,175.74
Total	13,295.81	0.00	1,316.91	3,143.79	0.00	0.00	0.00	17,756.51
						Paid		300.00
						Balance		17,456.51

Subtotal	14,171.60	Paid	300.00
Tax	1,175.74	Balance	17,456.51
Service Charge	2,409.17		
Total Value	17,756.51		

Payments Made

Payment	Date	Method	Category	Rev Code	Check #
300.00	1/27/2017	Credit Card			

By signing this document, you are authorizing UAS to deduct payment from the above charge account once service is rendered. This Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 8.75% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____

GEH Signature & Date: _____

Supplemental Form

-Briefly Describe the Event

The event is called a nursing pinning ceremony. It's held in accordance with a long-standing tradition of nursing programs across the United States. Nursing school graduates, their families, faculty, and any Cal State LA student are invited to come witness this very proud and special ceremony. Nursing graduates receive a pin and recite a pledge which is their rite of passage into the nursing profession. A dinner follows the pinning ceremony portion of the event. Almost ½ of the graduating class are members of ATD which is why ATD would like to help sponsor the event. All money for this event has been raised by the graduating class through dues and fundraising. Supplemental funds received from ASI would ensure that this event can continue to take place.

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

In addition to celebrating the culmination of one of the most challenging undergraduate programs at a Cal State LA, the event will enable Cal State LA students who are interested in nursing or are pre-nursing majors an opportunity to interact with nursing faculty and the most recent graduating class. It will create an opportunity for networking and provide valuable insight to prospective students regarding what it takes to be a nursing student at Cal State LA.

**Fliers, Programs, and Admission Tickets have yet to be purchased. BSN 2017 class liaison Johnjay Crawford has reached out to Campus Reprographics regarding printing and has provided an estimate based on conversations regarding pricing with Reprographics Staff