



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: Gamma Theta Upsilon - Lambda Pi Chapter
 Event Title: Gamma Theta Upsilon Induction
 Date(s) of Event: 5/5/17 Quarter: Spring
 Location of Event: CSULA KH D4044
 Expected Total Attendance: 40
 Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

This event will be to induct new members into the honors society Gamma Theta Upsilon. Family and friends are invited to watch the induction and there will be refreshments after. We will also be honoring our graduating seniors with a GTU cord to wear at commencement.

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

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

Students attending this induction will be able to learn about the history of GTU. Once they complete the induction they will be members of the international honors society and will have access to the networking.

Hospitality

Description	Amount
UAS Hospitality	\$209.31
inc (Appetizers)	
... 1/2 cake)	

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
100 color flyers	\$15.00

Other

Description	Amount
GTU Honors Cords x 10	\$120.00

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$344.31
 Amount Requested from A.S.I.: _____
 Amount from other sources: \$0.00
 What other resources are you employing for this event?

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:

17 MAR 16 AM 10:45:41

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: Gamma Theta Upsilon - Lambda Pi Chapter

PHONE: (719) 246-7017 **DATE:** 2/28/17

EVENT CONTACT NAME: Deanna Nash

EMAIL: dnash2@calstatela.edu

NAME OF EVENT: Gamma Theta Upsilon Induction

LOCATION: Cal State LA KH D4044

EVENT DATE: 5/5/17

BEGIN TIME: 10:00 AM

END TIME: 1:00 PM

ESTIMATED ATTENDANCE: 40

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: Induction Ceremony

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):

This event will be inducting new members into the honors society Gamma Theta Upsilon. Family and friends are invited to watch the induction and there will be refreshments after. We will also be honoring our graduating seniors with a GTU cord to wear at commencement.

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: Deanna Nash SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): Deanna Nash DATE: 3/14/17
ADVISOR'S NAME: Kristine Bezdecny SIGNATURE: [Signature] DATE: 3/14/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3/14/17
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:

Gamma Theta Upsilon *Lambda Pi Chapter*

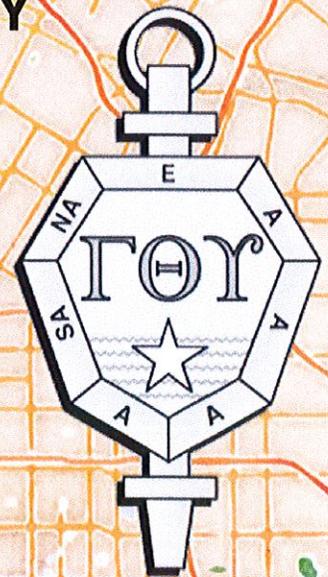
cordially invites you to

**THE ANNUAL INDUCTION CEREMONY
OF NEW MEMBERS**

Friday, May 5th 2017 from 10 AM to 11 AM

King Hall D4044

Light Reception to follow



...For the Students, by the Students!





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 # E29283
Event Date: 5/5/2017 Friday

Client/Organization Gamma Theta Upsilon		Event Date 5/5/2017 (Fri)	Booking Contact Deanna Nash		Event # E29283
Address 5151 State University Dr.			City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (719) 246-7017	Guests 40 (Act)
Party Name Gamma Theta Upsilon		Sales Rep Amy Miers	Theme		Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		9:30 am	9:45 am	King Hall	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver to KH D4044 at 9:45AM			
No Disposables			
(2) Assorted Tea Sandwiches	Dozen(s)	11.00	22.00
(1) Mini Quiche (Assorted)	Dozen(s)	15.00	15.00
(1) Fruit Skewers With Yogurt Dip	Dozen(s)	21.50	21.50
(1) Fresh-Brewed Iced Tea (Unsweetened)	Gallon(s)	15.00	15.00
(1) Half Sheet Cake(48 Slices) - Vanilla	Each	55.00	55.00
(1) With Photo(Half Sheet)		20.00	20.00
(1) Pink Lemonade	Gallon(s)	16.00	16.00
Water Service	Each		

Notes

Will be trying for ASI funding

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	133.50	31.00	0.00	0.00	0.00	0.00	0.00	164.50
Service Charge	22.70	5.27	0.00	0.00	0.00	0.00	0.00	27.97
Taxes	13.67	3.17	0.00	0.00	0.00	0.00	0.00	16.84
Total	169.87	39.44	0.00	0.00	0.00	0.00	0.00	209.31

Subtotal	164.50	Paid	0.00
Tax	16.84	Balance	209.31
Service Charge	27.97		
Total Value	209.31		

Authorized Signature & Date: _____

GEH Signature & Date: _____

E29283 - Gamma Theta Upsilon

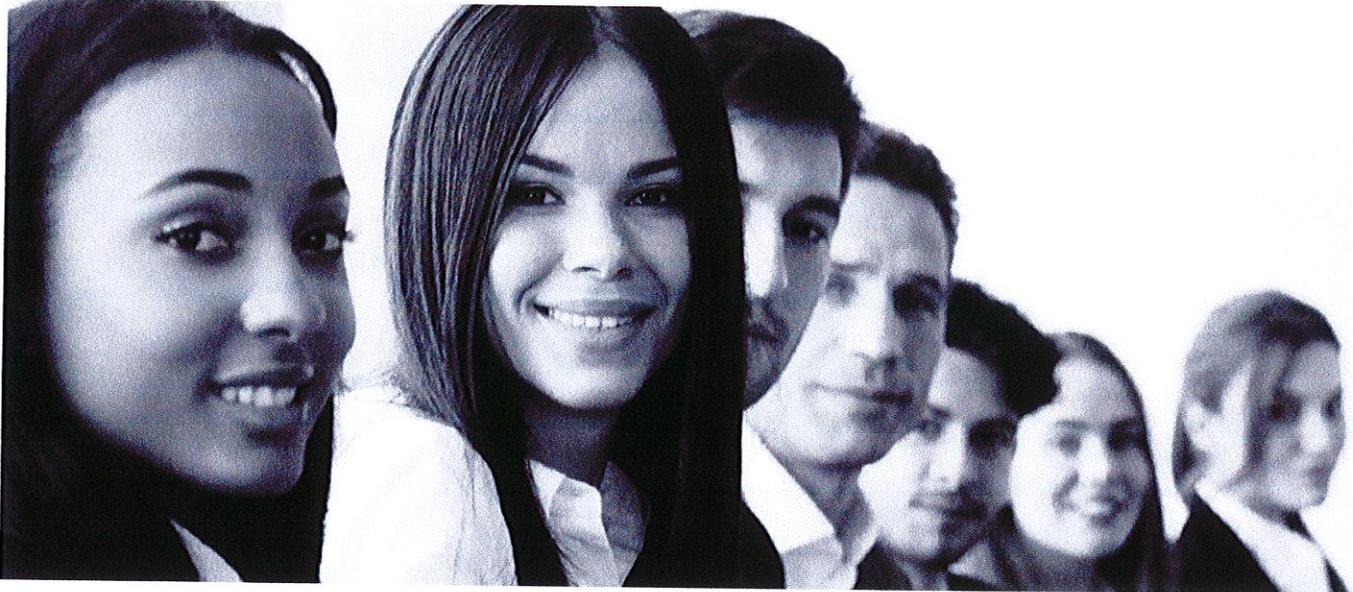
By signing this document, you are authorizing UAS to deduct payment from the above charge account once service is rendered. This Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility 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: _____



A Varsity
ACHIEVEMENT
Brand



Gamma Theta Upsilon

Shopping Cart

[ADD MORE ITEMS](#)

[CHECKOUT](#)

Shopping Cart

Quantity	Product	Price	
<input type="text" value="10"/>	 Honor Cord	\$120.00	
<input type="button" value="Update"/>			

Subtotal: \$120.00

Pricing fluctuates and may not be reflected correctly on our site at all times. Should this happen on a product, we will contact you and give you the option to cancel your order or make an additional payment to match the correct retail price.