



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: Korean Student Association
 Event Title: KSA Annual Banquet
 Date(s) of Event: 4/22/17 Quarter: ~~Fall~~ SPRING
 Location of Event: Ballroom 3
 Expected Total Attendance: 70
 Expected Attendance of Cal State LA Students: 60

Event Description and Total Cost Breakdown

Briefly describe the event:

KSA will be hosting their fourth annual formal banquet to sum up the 2016-2017 school year. We hope to give the exchange and/or the international students a memorable end to their stay at CSULA.

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

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

It will give the exchange and/or international students a memorable experience in which they can tell other students that are planning the study abroad at CSULA. It will also help spread school spirit by uniting as a club.

Hospitality

Description	Amount
Food & Refreshments from Universi	\$2,175.00
Decoration from Party City	\$50.00
Decoration from Target	\$30.00
Decoration from Costco	\$50.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$2,305.00
 Amount Requested from A.S.I.: \$2,305.00
 Amount from other sources: _____

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?

All forms must have a Time Stamp and

staff initial:

17 MAR 2017 8:54:00

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: KOREAN STUDENT ASSOCIATION

PHONE: (909) 525-5905 DATE: 03/19/2017

EVENT CONTACT NAME: YOSELINE DIAZ

EMAIL: YOSELINEDIAZ.YD@GMAIL.COM

NAME OF EVENT: KSA ANNUAL BANQUET

LOCATION: BALLROOM THREE

EVENT DATE: 04/22/2017 BEGIN TIME: 7:00PM

END TIME: 10:00PM

ESTIMATED ATTENDANCE: 70

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: FORMAL DINNER

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):

We will be hosting a formal banquet for our end of the school year event, to say goodbye to the international students and share a nice dinner filled with activities, together as a club.

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? \$13-15

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: KOREAN STUDENT ORGANIZATION

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):

The entrance fee will be \$13 for KSA members, and \$15 for others. All money collected will be used for the future events of KSA and to reimburse our treasurer for the out-of-pocket cost for this event (banquet room, catering, decorations, etc).

PRESIDENT: YOSELINE DIAZ

SIGNATURE: [Signature]

DATE: 3/20/2017

TREASURER: GRACE CHOW

SIGNATURE: [Signature]

DATE: 3/20/2017

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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

DANIEL LEE

[Signature]

03-20-2017

ADVISOR'S NAME

NAMHEE LEE

[Signature]

03/20/2017

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

SIGNATURE:

DATE:

[Signature]

3/20/17

CENTER FOR STUDENT INVOLVEMENT DIRECTOR:

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? [] NO [] YES DATE REQUIRED:

NOTIFICATIONS:

[] PUBLIC AFFAIRS

DATE:

[] ATHLETICS

DATE:

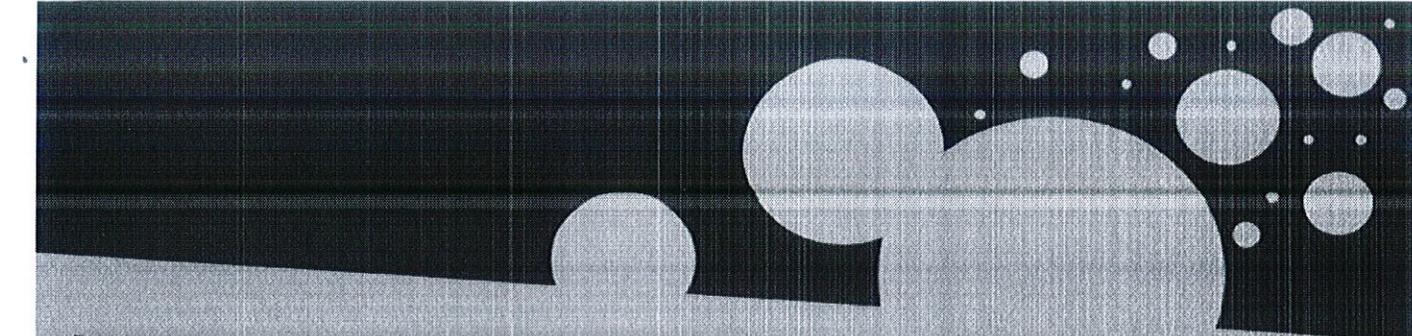
[] DEPT. OF PUBLIC SAFETY

DATE:

[] FACILITIES USE COORDINATOR

DATE:

NOTES OR UPDATES:



Korean Student Association
Presents

*The Fourth Annual
Banquet*

**Come join us
4.22.2017**

Admission Fee - Members: \$13 / Non-Members: \$15
Time: 7PM - 11PM

Location: Eagle Ballroom Three

KSA will be hosting their third annual formal banquet to sum up the 2016-2017 school year. We hope to give the exchange and/or international students a memorabl end to their stay at CSULA





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 # E29196
Event Date: 4/22/2017 Saturday

Client/Organization Korean Student Association	Event Date 4/22/2017 (Sat)	Booking Contact Yoseline Diaz	Event # E29196
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (909) 525-5905
Party Name KSA Annual Banquet	Sales Rep Amy Miers	Theme	Category
		Guests 60 (Act)	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:00 pm	10:00 pm	Ballrm 3	Banquet 10

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Food Setup at 7:30PM				(1) LCD Projector Package		50.00	50.00
				-VGA Cables			
China Service				(3) Wireless Microphone		25.00	75.00
(75) Option D - Buffet	Guest(s)	29.00	2,175.00				
-Traditional Caesar Salad							
-Angus Sirloin Steak with Cabernet Mushroom Sauce							
-Blacken Salmon with Mango Salsa							
-Baked Macaroni and cheese							
-Sautéed Vegetables							
-Chocolate Ganache							
-Bread and Butter							
-Iced Tea							
-Water Service							

Notes

Event Start Time - 7:00PM

Will Be trying for ASI Funding

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,175.00	0.00	0.00	125.00	0.00	0.00	0.00	2,300.00
Service Charge	369.75	0.00	0.00	21.25	0.00	0.00	0.00	391.00
Taxes	222.67	0.00	0.00	0.00	0.00	0.00	0.00	222.67
Total	2,767.42	0.00	0.00	146.25	0.00	0.00	0.00	2,913.67

Authorized Signature & Date: _____

GEH Signature & Date: _____

E29196 - Korean Student Association

Subtotal	2,300.00	Paid	0.00
Tax	222.67	Balance	2,913.67
Service Charge	391.00		
Total Value	2,913.67		

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: _____

KSA Banquet (April 22nd, 2017)

[15] Balloons (\$30.00)

Your Account | Customer Service | Store Locator | Shipping to 15 Items \$29.85

PartyCity

ENDS MONDAY!
FREE SHIPPING OR **SAVE UP TO \$20**
ON ORDER \$75+ Code: FREESHIP Code: SAVE20 PRINT COUPON ▶ DETAILS

NOBODY HAS MORE PARTY FOR LESS

PARTY SUPPLIES
BIRTHDAY PARTY SUPPLIES
HALLOWEEN COSTUMES
COSTUME ACCESSORIES
PARTY IDEAS

Q

Shopping Basket

Shop On Any Device

SKU	Product	Quantity		Price Each	Total Price
	Black Star Balloon 19in Foil Balloon SKU: 60619	15	Update Remove	\$1.99	\$29.85

Helium inflation available at Party City stores for foil balloons. No additional cost. Show of receipt required.

HAVE A PROMO CODE ?

Only one promo code may be used per order.

Merchandise Subtotal	\$29.85
Estimated Tax	\$0.00
Estimated Shipping	\$7.99
Estimated Total	\$37.84

[1] Event Banner (\$20.00)

Your Account | Customer Service | Store Locator | Shipping to 1 Item \$19.99

PartyCity

ENDS MONDAY!
FREE SHIPPING OR **SAVE UP TO \$20**
ON ORDER \$75+ Code: FREESHIP Code: SAVE20 PRINT COUPON ▶ DETAILS

NOBODY HAS MORE PARTY FOR LESS

PARTY SUPPLIES
BIRTHDAY PARTY SUPPLIES
HALLOWEEN COSTUMES
COSTUME ACCESSORIES
PARTY IDEAS

Q

Shopping Basket

Shop On Any Device

SKU	Product	Quantity		Price Each	Total Price
	Custom Glitter Starz Banner 6ft 1 Standard (Indoor) Banner As low as \$19.99 SKU: 468504 <small>\$10 off custom products with any \$75 purchase using code INSCRIBE</small>		Update Remove	\$19.99	
	<small>Custom items ship separately and require up to 5 business days of processing time</small>				
	<input type="button" value="View ▶"/> <input type="button" value="Edit ▶"/>				

Recently Viewed



The Good Dinosaur
Balloon Bouquet 5pc
 Foil Balloons
\$15.99

HAVE A PROMO CODE ?

Merchandise Subtotal	\$19.99
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KSA Banquet (April 22nd, 2017)

[1] Black Table Cloth (\$7.00)

free shipping on all orders of \$25+ | free returns on any item

1 item in your cart



Black/White Dots Plastic Rectangle Tablecover

in stock
See return policy for details.

Shipping
Standard Shipping:
arrives (Tue 04/19)
change shipping speed

qty: 1
remove item
save for later

\$6.49

This item is not available for Order Pickup or Ship to Store

Get it by 4/13. Choose Express Delivery by 11:00am tomorrow

[6] Bags of Confetti (\$13.00)



free shipping on all orders of \$25+ | free returns on any item

6 items in your cart



Creative Converting Confetti - Black

in stock
See return policy for details.

Shipping
Standard Shipping:
arrives 04/15 - 04/20
change shipping speed

qty: 6
remove item
save for later

\$14.88
\$2.48 each

This item is not available for Order Pickup or Ship to Store

[5] Black and White Streamers (\$10.00)



sign in

free shipping on all orders of \$25+ | free returns on any item

5 items in your cart



Spritz™ Crepe Streamers 200 FT White
Color White
in stock
See return policy for details.

Shipping
Standard Shipping:
arrives (Thu 04/14)
change shipping speed

Order Pickup FREE ⓘ
South Gate
usually available in 2 hours
change store

qty:
remove item
save for later

\$6.00
\$2.00 each



Halloween Black Crepe Streamer - 81'
in stock

Shipping
Standard Shipping:
arrives (Mon 04/18)
change shipping speed

This item is not available for Order Pickup or Ship to Store

qty:
remove item
save for later

\$2.38
\$1.19 each

[180] 4x6 Photo Prints (\$31.00), [3] 12x18 Photo Prints (\$12.00), [1] 16x20 Photo Prints (\$7.00)

Print Prices	More ▶
4x6	\$0.17ea
5x5	\$0.39ea
5x7	\$0.59ea
8x8	\$1.79ea
8x10	\$1.79ea
8x12	\$1.79ea
11x14	\$3.99ea
12x12	\$3.99ea
12x18	\$3.99ea
16x20	\$6.99ea
20x30	\$9.99ea