



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: Muslim Student Association
 Event Title: Why Islam 101?
 Date(s) of Event: 4/5/2017 Quarter: Spring
 Location of Event: USU Pasadena Room
 Expected Total Attendance: 40
 Expected Attendance of Cal State LA Students: 40

Event Description and Total Cost Breakdown

Briefly describe the event:

In this event we MSA will be bringing a speaker to talk about the basics of Islam. the speaker will mention the 5 pillars, what is prayer, and etc.

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

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

This will enhance the experience for Cal State LA by teaching students and faculty why we follow Islam.

Hospitality

Description	Amount
40 disposables, raspberry ice tea	32.00
tuna salad & cucumber cream cheese, fresh brewed coffee	47.00
vegetable samosas, (S) grilled vegetables w/ cayenne dip	75.00
(S) hummus and pita chips, (S) lentil salad, Assorted bundt cakes	207.36

Honoraria/Contracts

Description	Amount
	0.00

Marketing

Description	Amount
	0

Other

Description	Amount
	0.00

Event Summary

Total Cost of Event: 361.36
 Amount Requested from A.S.I.: 361.36
 Amount from other sources: 0.00

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

17 MAR 20 11:31:04

17 MAR 20 11:31:04

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETE



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: Muslim Student Association (MSA) PHONE: 818-572-6524 DATE: 03/16/17
EVENT CONTACT NAME: Amateallah Omar EMAIL: amateallahomar@yahoo.com
NAME OF EVENT: Islam 101 LOCATION: USU (Pasadena Room)
EVENT DATE: 04/05/17 BEGIN TIME: 3:00 PM END TIME: 4:30 PM ESTIMATED ATTENDANCE: 30-40 ppl

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):

We will be inviting a speaker to come and talk about the basics of the religion of Islam and what it means to be a practicing Muslim

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

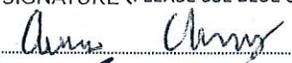
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of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

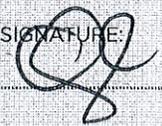
PUBLICITY: All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

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	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)	DATE:
Arooba Chaudhry		03-16-17
ADVISOR'S NAME		
Robert Weide		3-16-17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

SIGNATURE:  DATE: 3/20/17

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____

NOTES OR UPDATES:



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 # E29287
Event Date: 4/5/2017 Wednesday

Client/Organization Muslim Student Association		Event Date 4/5/2017 (Wed)	Booking Contact Amataellah Omar		Event # E29287
Address 321 East Maple Street, Apt. #8			City, St/Prov Postal Glendale, CA 91205	Booking Tel (818) 572-6524	Guests 40 (Act)
Party Name Muslim Student Association		Sales Rep Amy Miers	Theme		Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		2:45 pm	3:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver to USU Pasadena Room at 3:00PM			
(40) Disposables	Each	0.35	14.00
(1) Tuna Salad Tea Sandwiches	Dozen(s)	12.00	12.00
(1) Cucumber Cream Cheese Tea Sandwiches	Dozen(s)	12.00	12.00
(1) Vegetable Samosa	Dozen(s)	20.00	20.00
(1) Small - Grilled Vegetables With Cayenne Dip (15-35pp)	Platter(s)	55.00	55.00
(1) Small - Hummus And Pita Chips (15-35pp)	Platter(s)	55.00	55.00
(1) Small - Lentil Salad(15-35pp)	Bowl(s)	35.00	35.00
(2) Assorted Bundt Cake	Dozen(s)	20.00	40.00
-(1)Banana			
-(1)Plain Glazed			
(1) Raspberry Ice Tea (Sweetened)	Gallon(s)	18.00	18.00
(1) Fresh-Brewed Coffee (Regular)	Gallon(s)	23.00	23.00
Water Service			

Notes

Trying for ASI funding

Authorized Signature & Date: _____

GEH Signature & Date: _____

E29287 - Muslim Student Association

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	243.00	41.00	0.00	0.00	0.00	0.00	0.00	284.00
Service Charge	41.31	6.97	0.00	0.00	0.00	0.00	0.00	48.28
Taxes	24.88	4.20	0.00	0.00	0.00	0.00	0.00	29.08
Total	309.19	52.17	0.00	0.00	0.00	0.00	0.00	361.36

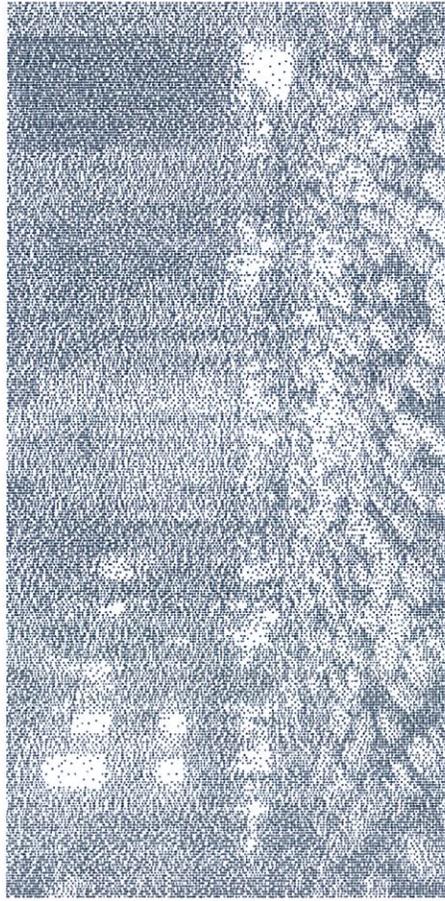
Subtotal	284.00	Paid	0.00
Tax	29.08	Balance	361.36
Service Charge	48.28		
Total Value	361.36		

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: _____

ISLAM AWARENESS WEEK



Timeline:

April 4th: Roses From the Prophet. We will be passing out roses that have Hadith(sayings) from Prophet Mohamed (pbuh). Where: U-SU Walkway way (across Juice it up) When: 1:30-4:30pm

April 3rd: Dawah Booth. Come join us and ask questions about Islam. We will have pamphlets and Qurans. Where: U-SU walk way (across Juice it up) When: 11-4:30pm

April 5th: Iam 101. We will have a speaker come and talk about what is Iam and what do Muslims practice. Where: U-SU Sam Gabriel Room When: 3pm-5pm

April 6th: Hjab Day. We will have 2 parts to this event Pt 1: Give you the opportunity to try on the hjab and walk around with it. Pt 2: A speaker will come and talk about what is Hjab. Where: Pt 1: U-SU walkway (Across Juice it Up). Pt 2: U-SU Pasadena Room When: Pt 1 - 11am-3pm Pt 2: 3:15pm-5:30pm

WHAT IS ISLAM?
WHO ARE MUSLIMS?

When:
April 3rd-April 6th

Contact Info
calstatelamsa@gmail.com

