



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: Vietnamese Student Association
 Event Title: Vietnamese Culture Night
 Date(s) of Event: 4/23/17 Quarter: Spring
 Location of Event: U-SU Theater
 Expected Total Attendance: 100
 Expected Attendance of Cal State LA Students: 50

Event Description and Total Cost Breakdown

Briefly describe the event:

Vietnamese Culture Night is an annual student-run production held by members of the Vietnamese Student Association (VSA) at Cal State LA. Through this production, we hope to show what Vietnamese culture is all about. The show includes acting, singing, dancing, and a fashion show.

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

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

One of VSA's mission is to honor and preserve Vietnamese culture and heritage through the community that surrounds us. This program will help enhance Cal State LA experience in which we create potential for those who want to learn more.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
100 Pamphlets	\$81.00
36 T-shirts	\$548.06

Other

Description	Amount
Stage: \$90 per hour	\$360.00

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$989.06
 Amount Requested from A.S.I.: \$989.06
 Amount from other sources: _____
 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:

APR 20 10:26:44

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: Vietnamese Student Association PHONE: 619 598 7600 DATE: 06/07/17
 EVENT CONTACT NAME: Whitney Phancho EMAIL: WhitneyPhancho@csulb.com
 NAME OF EVENT: Vietnamese Culture Night LOCATION: USU Theater
 EVENT DATE: 06/06/17 BEGIN TIME: 7:30PM END TIME: 6:30PM ESTIMATED ATTENDANCE: 75-80

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: Cultural Event

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):

Vietnamese Culture Night (VCN) is where students from our school are invited to conduct a show that shows a piece of the Vietnamese culture.

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? \$5 will go to the doc

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 _____

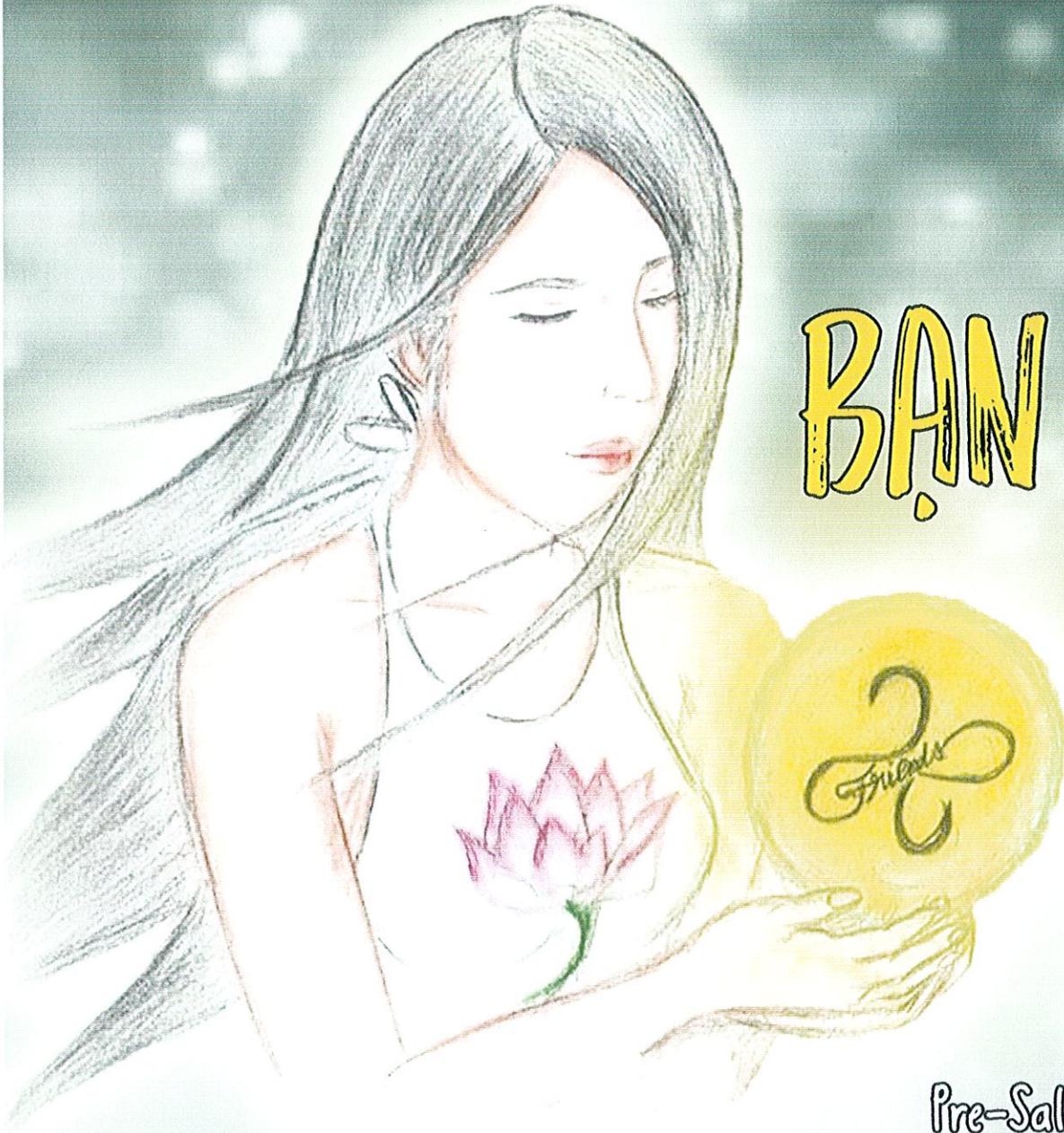
If so, please affirm organization members and guests will not consume alcohol.

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.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
VIETNAMESE STUDENT ASSOCIATION
PROUDLY PRESENTS THEIR ANNUAL CULTURE NIGHT



BẠN

Doors Open 3 PM
Show Starts 3:30 PM



Pre-Sale \$3
At Door \$5
U-SU Theater
April 23, 2017



UVSA

Michael Ta - (SA T-Shirt Update (9))

T-Shirt Quote/Price

People

Will Valentine <will@ethixventures.com>

Mar 2 at 8:58 AM

To: Michael Ta

Hello Michael,

I had the ability to pull some strings on my end and get the price lowered! I can bring the shirts down to **\$13.00** each for S-XL, **\$14.00** each for 2XL, and **\$15.00** each for 3XL.

Unfortunately I cannot get the set-up fee any lower, but I hope that helps!

Thanks,
Will

> Show original message

Will Valentine, Merchant Adventurer
will@ethixventures.com | [877.709.3845 ext. 14](tel:877.709.3845)



Support Workers. Protect the Environment.

Promote Your Organization or Event with Quality Merchandise.



All Products Booklets Booklets (Small Quantity) Booklets 8.5"x5.5" (small quantity)

Booklets 8.5"x5.5" (small quantity)

Size 8.5x5.5 for quantities of 500 or less or printing such, 500 or less printing

Quantity

Cover Pages (front & back outside and inside cover)

Inside Pages

Final Size (size after the booklet is folded)

8.5" x 5.5" (no pocket size)

Inside Paper

20 lb Bond - Uncoated Copy Paper

Inside Printing

Color Both Sides

Cover Paper

Same as Inside Paper

Cover Printing

Color Both Sides

Binding

Case-Back - 2 Center Staples

Border

Yes, a 0.2" white border is ok

Out

None

Ready to Ship/Pickup In

3-4 Business Days (Must place before 12:00 P.M. ET. Pick-up between 8am-5pm)

\$121.00
Each \$1.21

VCN
Pamphlet
Price

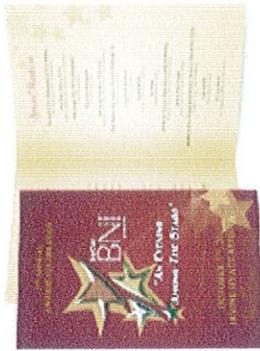
File Upload (optional)

Upload multiple page file for booklet

Choose File No file chosen

Upload file separately for cover (if cover is on different type of paper than inside

cover)



Features Turnaround Time Design File

- Up to 50 pages per booklet
- This booklet size is chosen from 8.5x5.5 and 8.5x11
- Gloss coating optional on cover

Use multi-page booklets to showcase your products or services, your program services and give thanks to any participants or donors. The colorful images and important information is meant to attract, educate, and inform.

Explanation of Product Options

Pages: Number of Pages (includes cover)

- Cover pages: 8 (inside & 4). This includes the outside front cover, the outside back cover, the inside front cover, and the inside back cover.
- Printing pages: It is considered like a booklet. For example, if you do the booklet, there is 2 pages page 1 on the front and page 2 on the back.



CSULA USA T-shirts Design