



# Associated Students, Inc.

## Funding Request Form

### 2017-18

"...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**

Officer Name: \_\_\_\_\_

Officer Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

**Organization**

Club/Organization: Geosciences Club

Event Title: General Meeting

Date(s) of Event: 3/1/18 Semester: Spring

Location of Event: bios 132

Expected Total Attendance: open attendance

Expected Attendance of Cal State LA Students: Open

**Event Description and Total Cost Breakdown**

Briefly describe the event:

This is our general meeting for the club to hand out T-shirts and meet and greet the club officers

Is the event open to all Cal State LA students?: Select One...

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

Market the club and welcome new members by supplying lunch

**Hospitality**

| Description              | Amount   |
|--------------------------|----------|
| Golden Eagle Hospitality | \$154.06 |
|                          |          |
|                          |          |
|                          |          |

**Honoraria/Contracts**

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |
|             |        |

**Marketing**

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

**Other**

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

**Event Summary**

Total Cost of Event: \$154.06

Amount Requested from A.S.I.: \$154.06

Amount from other sources: \_\_\_\_\_

What other resources are you employing for this event?

**For Office Use Only • Do Not Write Below**

**Important:**

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-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:** ca 18 FEB 15 AM 11:45:57

18 FEB 15 AM 11:45:55

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business 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 online 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: Geosciences Club PHONE: \_\_\_\_\_  
 EVENT CONTACT NAME: Christina Mendez  
 NAME OF EVENT: General Meeting LOCATION: BIOS 132  
 EVENT DATE: 3/11/18 BEGIN TIME: 3pm END TIME: 4pm ESTIMATED ATTENDANCE: open

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- BENEFITS TO PROCEED    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 COMPETITION    FOREST/PARK CLEAN-UP    INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP    INDOOR/OUTDOOR COOKING    DOMESTIC TRAVEL  
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

*This is a general meeting for the Cal State LA community to join and be apart of Cal-State LA Geosciences club.*

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS    CAL STATE LA COMMUNITY    OTHER COLLEGES & UNIV.    GENERAL PUBLIC    GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)  NO  YES

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 \_\_\_\_\_ PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.  
 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, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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.

2/15/18 ME

**STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS**

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

**Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.**

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. More information can be found online in the Student Organization Handbook.

- 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 Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material 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 LA."
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

|                              |   |                |
|------------------------------|---|----------------|
| STUDENT ORG. OFFICER'S NAME  | SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) | DATE:          |
| <i>Christina Mendez</i>      | <i>Christina Mendez</i>                       | <i>2/15/18</i> |
| ADVISOR'S NAME               |   |                |
| <i>M. Hassan Rezae Borou</i> | <i>Ry Borou</i>                               | <i>2/15/18</i> |

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: *2.15.18*  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY \_\_\_\_\_

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT \_\_\_\_\_

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:**

# You're Invited!



Please join us for the Geosciences General Meeting held on:

**Thursday, March 1st**

**Room Bio 132**

**Time: 3pm-4pm**

**\*FOOD IS PROVIDED\***

This is a general meeting about the upcoming Grand Canyon Trip, Mineral Sale, and T-shirts. We hope to see you there!



Golden  
Eagle  
Hospitality

for: Event # E32315  
on: Thursday, March 01, 2018

|   |                              |   |                                   |
|---|------------------------------|---|-----------------------------------|
| Client/Organization<br>Geosciences Club | Event Date<br>3/1/2018 (Thu) | Booking Contact<br>Christina Mendez           | Event #<br>E32315                 |
| Address<br>5151 State University Drive  |                              | City, St/Prov Postal<br>Los Angeles, CA 90032 | Booking Tel<br>Guests<br>15 (Act) |
| Party Name<br>General Meeting           | Sales Rep<br>Amanda Tapia    | Theme   | Category                          |

**Venue**

| Description | Type | Start   | End     | Banquet Room | Setup Style |
|-------------|------|---------|---------|--------------|-------------|
|             |      | 2:45 pm | 3:00 pm | Off-Site 2   | Delivery    |

**Food & Beverage**

| Food/Service Items                                     | Unit       | Price | Total |
|--|------------|-------|-------|
| Delivery to BIO 132 for<br>3:00pm                      |            |       |       |
| (15) Disposables                                       | Each       | 0.35  | 5.25  |
| (2) Vegetable Pot Stickers with<br>Sesame ginger Sauce | Dozen(s)   | 20.00 | 40.00 |
| (1) Small (Ten 12"<br>Wraps)-CUT IN HALF               | Platter(s) | 57.00 | 57.00 |
| (2) -Southwest Chicken with<br>Avocado                 | Each       |       |       |
| (2) -Caprese<br>(Tomato/Basil/Mozzarella)              | Each       |       |       |
| (2) -Roasted Vegetables                                | Each       |       |       |
| (1) -Chipotle Black Bean                               | Each       |       |       |
| (1) -Roast Beef  | Each       |       |       |
| (1) -Chicken Salad                                     | Each       |       |       |
| (1) -Roasted Turkey                                    | Each       |       |       |
| -Condiments  |            |       |       |
| (1) Raspberry Ice Tea<br>(Sweetened)                   | Gallon(s)  | 18.00 | 18.00 |
| Water Service  |            |       |       |

|                | Food   | Beverage | Liquor | Equipment | Labor | Room | Other | Total  |
|----------------|--------|----------|--------|-----------|-------|------|-------|--------|
| Subtotal       | 102.25 | 18.00    | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 120.25 |
| Service Charge | 17.38  | 3.06     | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 20.44  |
| Taxes          | 11.37  | 2.00     | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 13.37  |
| Total          | 131.00 | 23.06    | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 154.06 |

Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)