

ASI Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

Necessary Documents:

- ☒ Event Flyer w/ ASI 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: Society of Hispanic Engineering and Science Students
 Event Title: SHESS Professional Speaker Series
 Date(s) of Event: 9/6,9/20,10/4,10/25, 11/15 Semester Fall
 Location of Event: FA 223
 Expected Total Attendance: _____ 30+
 Expected Attendance of Cal State LA Students: _____ 30+

Event Description and Total Cost Breakdown

Briefly describe the event:

SHESS Professional Speaker Series provides the attendees with professional skills that company recruiters are looking for in a candidate for STEM related job positions and other means for attendees to be successful as active student leaders.

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

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

SHESS Professional Speaker Series allows Cal State LA students to be engaged on campus and increase their knowledge in both their academic and professional careers.

Hospitality

Description	Amount
Food + Beverage (\$70 per event)	\$350.00

Honoraria/Contracts

Description	Amount
N/A	

Marketing

Description	Amount
N/A	

Other

Description	Amount
N/A	

Event Summary

Total Cost of Event: \$350.00
 Amount Requested from ASI: \$350.00
 Amount from other sources: _____
 What other resources are you employing for this event?
 N/A

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: SK

18 AUG 23 2:48:17

JOIN US!

YOU ARE INVITED

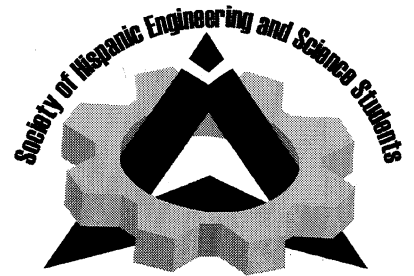


PROFESSIONAL SPEAKER SERIES

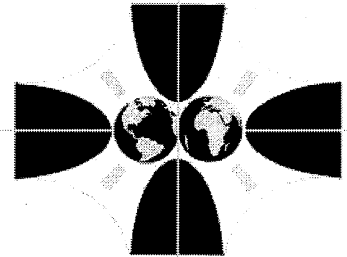
9/6, 9/20, 10/4, 10/25, 11/15

3:00pm - 4:30pm

FA 223



SHESS



EMAIL:
SHESSCALSTATELA
@GMAIL.COM

NEW WEBSITE:
WWW.SHESS.CLUB

FACEBOOK:
SHPE CALSTATELA

INSTAGRAM:
@SHESSCSULA

TWITTER:
@SHESSCSULA

SHPE NATIONAL:

***LIGHT REFRESHMENT AT ECST COURTYARD AFTER MEETING**

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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: Society of Hispanic Engineering and Science Students PHONE: [REDACTED] DATE: 08/20/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Professional Speaker Series LOCATION: FA 223
 EVENT DATE: 9/6, 9/20, 10/4 BEGIN TIME: 3:00PM END TIME: 4:20PM ESTIMATED ATTENDANCE: 30+
10/25, 11/15

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

- ☐ PROCEEDS TO BENEFIT ☒ EDUCATIONAL PROGRAM ☐ SPIRITUAL PROGRAM ☐ RECREATIONAL PROGRAM
☐ DANCE/PARTY ☐ SOCIAL PROGRAM ☐ COMMUNITY SERVICE ☐ CONFERENCE/CONVENTION
☐ OTHER: [REDACTED] ☒ SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- ☐ SPORTS ACTIVITY OR COMPETITION ☐ BEACH/FOREST/PARK CLEAN-UP ☐ INTERNATIONAL TRAVEL
☐ BONFIRE ☐ INDOOR/OUTDOOR COOKING ☐ DOMESTIC TRAVEL
☐ AMPLIFIED SOUND ☐ ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Professional guest speaker is invited to attend our general meeting and deliver a presentation to our club members with regards to career life, previous college experiences, how to prepare for interviews with companies for internships or jobs, etc. E-Board will review club agenda and upcoming events. Light refreshments will be available to students and guest speaker after meeting at the ECST Courtyard.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: Instagram: shpe_calstatela ☐ OTHER: [REDACTED]

WHO WILL BE 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 FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?

(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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? ☐ NO ☒ YES

IF YES, WHO WILL PROVIDE THE FOOD? ☐ UNIVERSITY CATERING ☒ OTHER: Sbarro

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

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

Initials [REDACTED]

PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.

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.



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.**

N/A

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
TREASURER: _____ SIGNATURE: _____ DATE: _____
U-SU STUDENT ORGANIZATION ACCOUNT #: _____ or ☐ APPROVED EXEMPT STATUS: CSI VERIFICATION ☐

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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.
- 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: 8/20/18
ADVISOR'S NAME _____ SIGNATURE _____ DATE: 8/20/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

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:

☐ PUBLIC AFFAIRS	DATE: _____	☐ ATHLETICS	DATE: _____
☐ DEPT. OF PUBLIC SAFETY	DATE: _____	☐ FACILITIES USE COORDINATOR	DATE: _____
☐ OTHER: _____	DATE: _____	☐ U-SU BUSINESS OFFICE	DATE: _____

NOTES OR UPDATES: (TiPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 09/06/2018, 09/20/2018, 10/04/2018, 10/25/2018, 11/15/2018 Estimated Attendance: 30+

Name of Event: Professional Speaker Series

Type of Event: General Meeting and Speaker Panel Location: FA 223

Sponsoring Organization: Society of Hispanic Engineering and Science Students

Authorized Representative: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time:

Access Time: 3:00 pm a.m./p.m. to 4:30 pm a.m./p.m.

Event Time: 3:00 pm a.m./p.m. to 4:20 pm a.m./p.m.

Type of Food Service:

☐ Bake Sale ☐ Snacks ☐ Food Sale ☐ Catering
☐ Barbecue ☐ Potluck ☒ Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: Sbarro, 5151 State University Dr, Los Angeles, CA 90032

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary.

Pizza

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Pizza prepared and purchased from Sbarro on campus

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? Costco, 2207 W Commonwealth Ave, Alhambra, CA 91803

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Pizza carried in pizza boxes, water stored in ice chest

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations **1, 3 and 4** only.

1. Signature of Sponsoring Organization Chairperson [Signature] Authorized Representative to be present at event [Redacted]

2. Center for Student Involvement (UU 204) (Student Organizations Only) [Signature] Date 8/21/18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature] Date 8/21/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] Permit No. 18-501 Date 8/21/18



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TWO **\$22**

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ASI Professional Speaker Series Funding Request Breakdown

	Cost	Items	Events	Total
Pizza	\$14	4	4	\$224
Water	\$3	1	4	\$12
				\$236

SHESS

