

# ASU Associated Students, Inc.

## Funding Request Form

2018-19

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

- 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: Rehabilitation Counseling Association

Event Title: RCA Blanket Making Project

Date(s) of Event: 11-10/17-2018 Semester Fall

Location of Event: US-U Los Angeles ABC

Expected Total Attendance: \_\_\_\_\_ 65

Expected Attendance of Cal State LA Students: \_\_\_\_\_ 65

**Event Description and Total Cost Breakdown**

Briefly describe the event:

CSULA students will have the opportunity to dedicate their time to hand make blankets that will be donated to "School on Wheels" which provide homeless students stability in a time of stress and transition, and help them achieve educational success so that they may break the cycle of homelessness and poverty.

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

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

This event will help CSULA students come together and improve social and personal network skills. They will be giving back to students like them that are homeless. We have invited the CSULA Student Nursing Association to participate as well.

**Hospitality**

Description	Amount
Bagels and Cream Cheese	\$65.00
Cookies and Muffins	\$128.00
Chips	\$52.00
Croissant Sandwiches	\$210.00

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount
utensils (plates, forks, knives, Cups)	\$65.00
pepsi soda/water	\$73.00
ice tea/orange juice	\$96.00
Supplies (scissors)	\$97.00

**Event Summary**

Total Cost of Event: \$11280.00

Amount Requested from ASI: \$786.00

Amount from other sources: \$900.00

What other resources are you employing for this event?

Fundraising at CSULA. We will be having a bake sale and pizza sale.

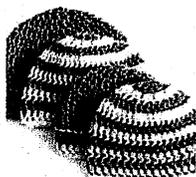
**For Office Use Only • Do Not Write Below**

- 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:**

DN \*10 OCT 24 AM 11:12:54

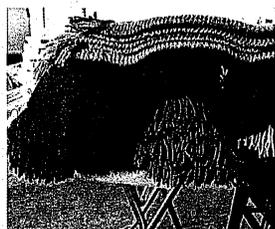
LN



Date: Saturday,  
November 10, 2018  
November 17, 2018

Time:  
8:00 a.m. – 5:00 p.m.

Place:  
Cal State LA - USU  
Los Angeles Room



# Winter Blanket Making Project 2018

*You are invited to help us with our "Keeping the Homeless Warm Project". Please join us!*

RSVP: Facebook: RCA at CSULA • Email: [Rcacsula@gmail.com](mailto:Rcacsula@gmail.com)

# 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: Rehabilitation Counseling Association PHONE: [REDACTED] DATE: 5/11/18  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: RCA Blanket Making Project LOCATION: U-SU Los Angeles (ABC)  
EVENT DATE: 11/10/18 BEGIN TIME: 7:00 AM END TIME: 6:00 PM ESTIMATED ATTENDANCE: 60

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: Blanket Making (Donation)

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):

Students and faculty members will gather together to make blankets for donation. (WILL NOT BE TAKING DONATIONS.)

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? [REDACTED]

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: RCA  
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 [REDACTED]  
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:

\_\_\_\_\_

*[Handwritten Signature]*

01/1/18

ADVISOR'S NAME \_\_\_\_\_

\_\_\_\_\_

5/14/18

\_\_\_\_\_

*[Handwritten Signature]*

\_\_\_\_\_

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

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

SIGNATURE

DATE:

*[Handwritten Signature]*

5/14/18

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPLETED

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NAME OF ORGANIZATION: Rehabilitation Counseling Association PHONE: [REDACTED] DATE: 5/11/18

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

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EVENT DATE: 11/17/18 BEGIN TIME: 7:00 AM END TIME: 6:00 PM ESTIMATED ATTENDANCE: 60

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: Blanket Making (Donation)

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):

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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? [REDACTED]

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: RCA  
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 [REDACTED]  
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: [REDACTED], 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):

[REDACTED]

PRESIDENT: [REDACTED] SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER: [REDACTED] SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EVENT GUIDELINES

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**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: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: 01/11/18  
ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 5/14/18

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (CSU 204)  
COMMUNITIES BEING SERVED BY THE UNIVERSITY  
CENTER FOR STUDENT INVOLVEMENT DIRECTOR

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS:  NO  YES (DATE REQUIRED)

NOTIFICATION:

<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:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 11/10/2018 Estimated Attendance: 60

Name of Event: RCA Blanket Making Project

Type of Event: Blanket making, donation Location: U-SU Los Angeles Room (ARBC)

Sponsoring Organization: Rehabilitation Counseling Association

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

Time: \_\_\_\_\_

Access Time: 7:00 a.m./p.m. to 6:00 a.m./p.m.

Event Time: 8:00 a.m./p.m. to 5:00 a.m./p.m.

Cotsco  
2207 W. Commonwealth Avenue  
Alhambra, CA  
91803

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: RCA providing food

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. sandwiches, cookies, snacks

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? purchased

List all beverages to be sold/served: water, ice teas, coffee

Where will beverages be prepared or purchased? purchased

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: personal cooler

**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: 5/11/18

2. Center for Student Involvement (UU 204) (Student Organizations Only): \_\_\_\_\_ Date: 5/7/18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 5/7/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No.: 18-386 Date: 5/7/18



CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Event: 11/17/2018 Estimated Attendance: 60

Type of Event: RCA Blanket Making Project

Location: Blanket making, donation Location: U-SU Los Angeles Room (ABC)

Sponsoring Organization: Rehabilitation Counseling Association

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

Time: \_\_\_\_\_  
Access Time: 7:00 a.m./p.m. to 6:00 a.m./p.m.  
Event Time: 8:00 a.m./p.m. to 5:00 a.m./p.m.  
Cotsco  
2207 W. Commonwealth Avenue  
Alhambra, CA  
91803

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: RCA providing food

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. Sandwiches, cookies, snacks

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? purchased

List all beverages to be sold/served: water, ice teas, coffee

Where will beverages be prepared or purchased? purchased

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: personal cooler

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

Signature of Sponsoring Organization Chairperson: [Signature] Date: 5/1/2018  
Authorized Representative to be present at event: [Signature] Date: 5/7/18

Center for Student Involvement (UU 204) (Student Organizations Only) Date: 5/7/18

University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date: 5/7/18

Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. 18-384 Date: 5/7/18



RECEIVED MAY 9 2018  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**  
**UNIVERSITY**  
**STUDENT UNION**

# MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 5154 State University Drive, Rm # 107  
 Los Angeles, CA 90032-8636  
 Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor:  Recognized Club/Org  Cal State LA Department  Off-Campus  Other

Organization Name: Rehabilitation Counseling Association

Reservation Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event\*: 11/10/2018

Title of Event: RCA Blanket Making Project

Access Start Time: 7:00 AM Event Start Time: 8:00 AM Event End Time: 5:00 PM Access End time: 6:00 PM

Event Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Faculty/Staff Advisors Name: \_\_\_\_\_ Extension: \_\_\_\_\_

If you represent an off campus organization, please provide your billing address:

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

**SPECIAL EVENT INSURANCE CAN BE PROVIDED:** Yes  IF YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).  
 No  IF NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

## EVENT INFORMATION

Please check YES or NO to the following statements regarding event details:

- Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_
- There will be guest participants that are 51% from off-campus:  YES  NO
- There will be vendors fair or exhibitors as part of this event:  YES  NO
- Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
- Food will be served:  YES  NO If so, who is providing? RCA
- This event is directly related to the educational mission of the University:  YES  NO
- This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO
- This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO
- Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: RCA Banner
- The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO
- A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.
- This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

## EVENT LOCATION \*\* Indicates Multi-Media Room (See back for details)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> U-SU Theatre 106**            | <input type="checkbox"/> Alhambra Room 305**                  | <input type="checkbox"/> Los Angeles Room 308A** | <input type="checkbox"/> Montebello Room 309    |
| <input type="checkbox"/> Boardroom South 303A          | <input type="checkbox"/> Pasadena Room 307                    | <input type="checkbox"/> Los Angeles Room 308B** | <input type="checkbox"/> El Monte Room 311      |
| <input type="checkbox"/> Boardroom North 303B**        | <input checked="" type="checkbox"/> Los Angeles Room 308ABC** | <input type="checkbox"/> Los Angeles Room 308C** | <input type="checkbox"/> San Gabriel Room 313** |
| <input type="checkbox"/> Boardroom North & South 303** | <input type="checkbox"/> Los Angeles Room 308BC**             |  |   |

## PREFERRED ROOM SET UP

- Theatre Style
- Banquet Style
- Reception Style
- Conference Style
- Classroom Style
- Discussion Circle

Expected Attendance  Setup Count: 60

Specialized  
 (For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers  Riser Staging  Easel (up to 4) \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cocktail Tables \_\_\_\_\_

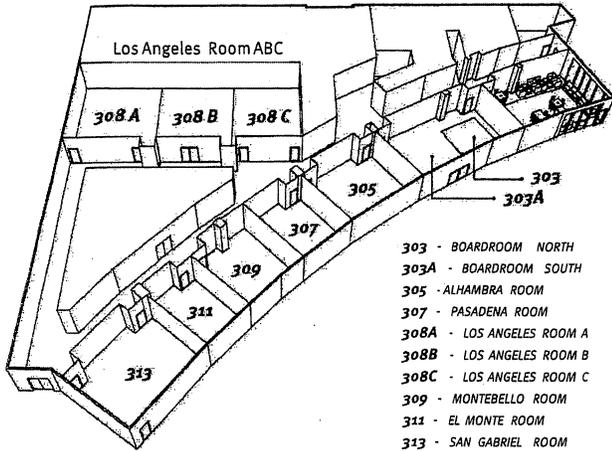
NOTES: 4 - 30 inch interior long tables (placed on side of room for food)

Requestor's Signature: \_\_\_\_\_ Date: 5/1/18

Before you sign, please review your information at the front/back of this page to ensure accuracy.

**LOS ANGELES ROOM CONCERT PA** (For Bands Only)

Wired Microphone \_\_\_\_\_ up to 7 available     i-pod Connection     DI Box (Direct Input Box) 1 available  
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



**MEDIA SERVICES – SMART ROOMS**

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below.

- BOARD ROOM NORTH
- ALHAMBRA
- SAN GABRIEL
- LOS ANGELES A
- LOS ANGELES B
- LOS ANGELES C
- LOS ANGELES ABC    Screens:  A  B  C  Side C
- LOS ANGELES BC     B  C  Side C

\*Sponsors are responsible for providing their own laptop

**MEDIA SERVICES – NON-SMART ROOMS**

These rooms come with a media cart upon request.  
 Please select a room and individual items needed for the event.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> BOARD ROOM SOUTH</li> <li><input type="checkbox"/> PASADENA</li> <li><input type="checkbox"/> MONTEBELLO</li> <li><input type="checkbox"/> EL MONTE</li> </ul> | <p><b>MEDIA CART OPTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LCD Projector    <input type="checkbox"/> Bluetooth</li> <li><input type="checkbox"/> MP3 Playback    <input type="checkbox"/> FM Radio</li> <li><input type="checkbox"/> Sound Connection</li> </ul> |
|--|--|

**ACCESSORIES**

- Non-Amplified Podium     Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors:     MAC     HDMI     Surface

**PODIUM OPTIONS**

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held \_\_\_\_\_ Up to 2
- Wireless Microphone: Lavalier (Clip Mic) \_\_\_\_\_ Up to 2
- Music Playback:     iPod     CD
- DVD/VHS     DVD     VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors:  MAC     HDMI     Surface

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

**MEDIA SERVICES THEATER - U-SU THEATER PACKAGES**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Basic Sound - CD/MP3 player with 1 Wireless Mic  | <input type="checkbox"/> Podium                                    | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Full Sound - CD/MP3 player <input type="checkbox"/> Wireless Mics _____ 5 available                              | <input type="checkbox"/> DI Box _____ 2 available                  | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player <input type="checkbox"/> 2 Wireless Mics                     | <input type="checkbox"/> Computer/Sound Connection                 | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Presentation - Projector, Computer/Sound connection, Podium <input type="checkbox"/> 3 Wireless Mics             | <input type="checkbox"/> Blu-Ray or DVD/VHS Player                 | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics   | <input type="checkbox"/> Projector w/ computer sound connection    | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Basic Stage Lighting - Stage Wash  |  |  |
| <input type="checkbox"/> Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash   | <input type="checkbox"/> Follow spot (Requires tech @ hourly rate) |  |
| <input type="checkbox"/> Laptop VGA Adaptors: <input type="checkbox"/> MAC <input type="checkbox"/> HDMI <input type="checkbox"/> Surface |  |  |

**Reservation Agreement**

cm I understand initiating this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

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

cm I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

cm I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

cm I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

cm I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

cm I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

cm I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Processed by: \_\_\_\_\_

New Request

OFFICE USE ONLY

Revised/Updated Request

Res# \_\_\_\_\_

Updated 10/25/2017



RECEIVED 3/17/18 2018  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**  
**UNIVERSITY STUDENT UNION**

# MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 5154 State University Drive, Rm # 107  
 Los Angeles, CA 90032-8636  
 Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor:  Recognized Club/Org  Cal State LA Department  Off-Campus  Other  
 Organization Name: Rehabilitation Counseling Association Reservation Contact: Cynthia Man Li  
 Phone Number: (626) 652-5510 Email: [REDACTED]  
 Date of Event\*: 11/17/2018 Title of Event: RCA Blanket Making Project

Access Start Time: 7:00 AM Event Start Time: 7:00 AM Event End Time: 5:00 PM Access End Time: 6:00 PM

Event Contact: [REDACTED] Phone Number: [REDACTED]  
 Faculty/Staff Advisors Name: [REDACTED] Extension: \_\_\_\_\_

If you represent an off campus organization, please provide your billing address:

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes  If YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).  
 No  If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

### EVENT INFORMATION

Please check YES or NO to the following statements regarding event details:

- Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_
- There will be guest participants that are 51% from off-campus:  YES  NO
- There will be vendors fair or exhibitors as part of this event:  YES  NO
- Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
- Food will be served:  YES  NO If so, who is providing? RCA
- This event is directly related to the educational mission of the University:  YES  NO
- This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO
- This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO
- Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: RCA Banner
- The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO
- A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.
- This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

### EVENT LOCATION \*\* Indicates Multi-Media Room (See back for details)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> U-SU Theatre 106**            | <input type="checkbox"/> Alhambra Room 305**                  | <input type="checkbox"/> Los Angeles Room 308A** | <input type="checkbox"/> Montebello Room 309    |
| <input type="checkbox"/> Boardroom South 303A          | <input type="checkbox"/> Pasadena Room 307                    | <input type="checkbox"/> Los Angeles Room 308B** | <input type="checkbox"/> El Monte Room 311      |
| <input type="checkbox"/> Boardroom North 303B**        | <input checked="" type="checkbox"/> Los Angeles Room 308ABC** | <input type="checkbox"/> Los Angeles Room 308C** | <input type="checkbox"/> San Gabriel Room 313** |
| <input type="checkbox"/> Boardroom North & South 303** | <input type="checkbox"/> Los Angeles Room 308BC**             |  |   |

### PREFERRED ROOM SET UP

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Theatre Style    | <input checked="" type="checkbox"/> Banquet Style | <input type="checkbox"/> Reception Style   | Expected Attendance <input checked="" type="radio"/> Setup Count: <u>60</u>             |
| <input type="checkbox"/> Conference Style | <input type="checkbox"/> Classroom Style          | <input type="checkbox"/> Discussion Circle | For specialized setups, sponsors will need to meet with a coordinator for more details. |

### ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers  Riser Staging  Easel (up to 4) \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cocktail Tables \_\_\_\_\_

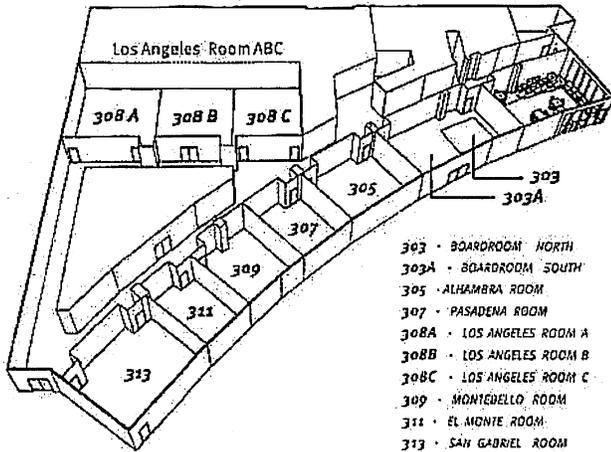
NOTES: 4 - 30 inch interior long tables (placed on side of room for food)

Requestor's Signature: [Signature] Date: 5/1/18

Before you sign, please review your information at the front/back of this page to ensure accuracy.

**LOS ANGELES ROOM CONCERT PA** (For Bands Only)

Wired Microphone \_\_\_\_\_ up to 7 available     i-pod Connection     DI Box (Direct Input Box) 1 available  
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



**MEDIA SERVICES - NON-SMART ROOMS**

These rooms come with a media cart upon request. Please select a room and individual items needed for the event.

<input type="checkbox"/> BOARD ROOM SOUTH	<b>MEDIA CART OPTIONS</b>
<input type="checkbox"/> PASADENA	<input type="checkbox"/> LCD Projector <input type="checkbox"/> Bluetooth
<input type="checkbox"/> MONTEBELLO	<input type="checkbox"/> MP3 Playback <input type="checkbox"/> FM Radio
<input type="checkbox"/> EL MONTE	<input type="checkbox"/> Sound Connection
<b>ACCESSORIES</b>	
<input type="checkbox"/> Non-Amplified Podium	<input type="checkbox"/> Laser Pointer/Powerpoint Clicker
<input type="checkbox"/> Laptop/VGA Adaptors:	<input type="checkbox"/> MAC <input type="checkbox"/> HDMI <input type="checkbox"/> Surface

**MEDIA SERVICES - SMART ROOMS**

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below.

BOARD ROOM NORTH  
 ALHAMBRA  
 SAN GABRIEL  
 LOS ANGELES A  
 LOS ANGELES B  
 LOS ANGELES C  
 LOS ANGELES ABC    Screens:  A     B     C     Side C  
 LOS ANGELES BC     B     C     Side C  
 \*Sponsors are responsible for providing their own laptop.

**PODIUM OPTIONS**

If you selected a room, each room comes with a Podium, Projector and Screen. Select additional items below if needed.

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 Podium Microphone  
 Wireless Microphone: Hand-held \_\_\_\_\_ Up to 2  
 Wireless Microphone: Lavalier (Clip Mic) \_\_\_\_\_ Up to 2  
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**MEDIA SERVICES THEATER - U-SU THEATER PACKAGES**

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<input type="checkbox"/> Discussion/Panel - Podium with Microphone, & 5 Table top Wireless Mics	<input type="checkbox"/> Projector w/ Computer sound connection	<input type="checkbox"/> Bluetooth Audio
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- CM I understand that submitting requests less than 10 business days in advance does not guarantee my paperwork will be processed in time. \_\_\_\_\_

Processed by: \_\_\_\_\_

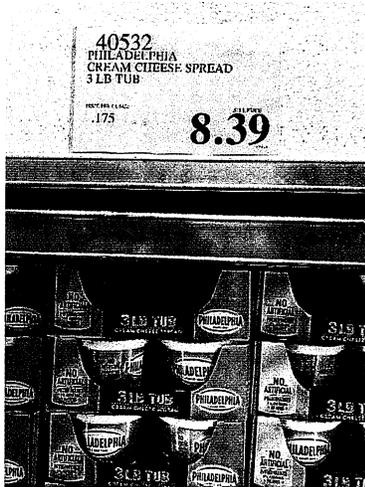
New Request

OFFICE USE ONLY

Revised/Updated Request

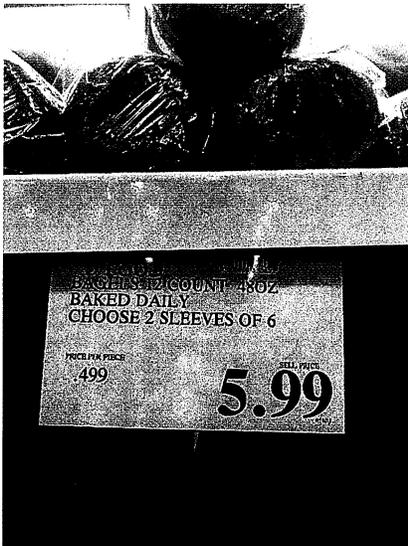
Res# \_\_\_\_\_

Updated 10/25/2017

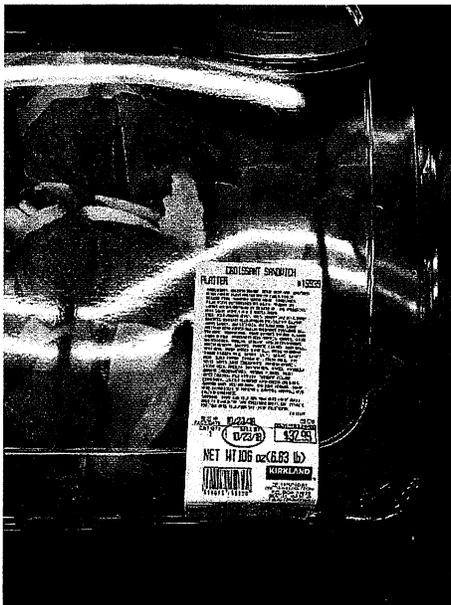


Cream cheese = 2 x \$8.39 = \$16.78

Round off = \$17.00



Bagels = 8(\$5.99) = \$ 48.00



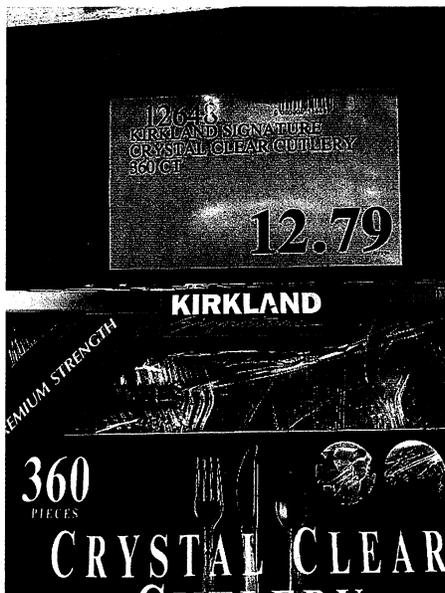
Croissant Sandwiches = 6 x \$32.99 = \$210.00



Chips = 4 x \$12.99 = **\$51.96**

Round off = **\$52.00**

## Utensils



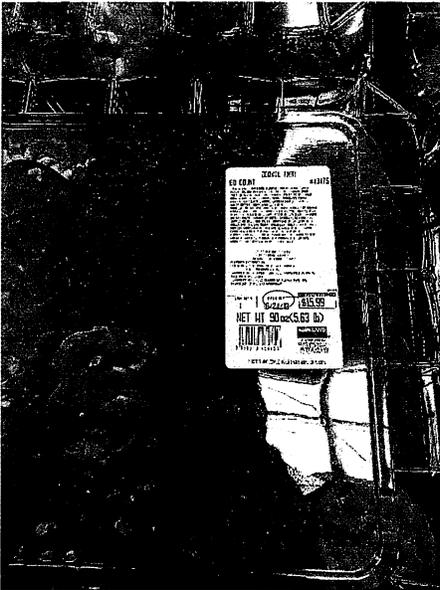
Utensils = 2 x \$12.79 = **\$25.58**

Round off = **\$26.00**

**Pastries**



Muffins = 8 x \$7.99 = **\$ 64.00**

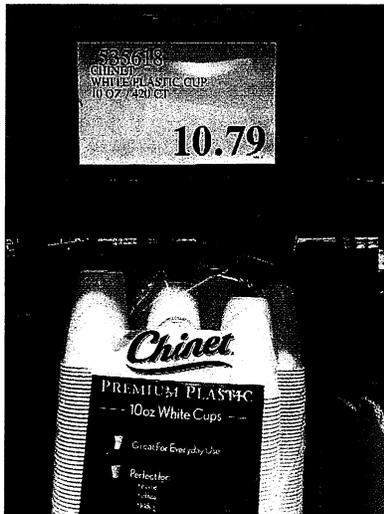


Cookies = 4 x \$15.99 = **\$64.00**



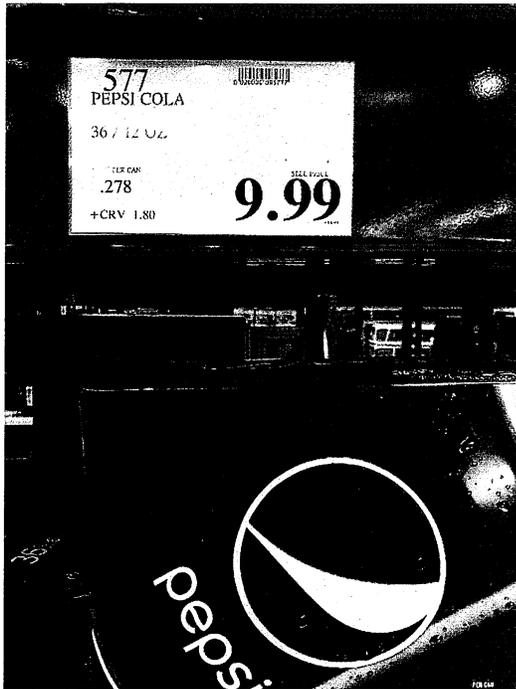
Plates = 4 x \$6.99 = **\$27.96**

Round off = **\$28.00**



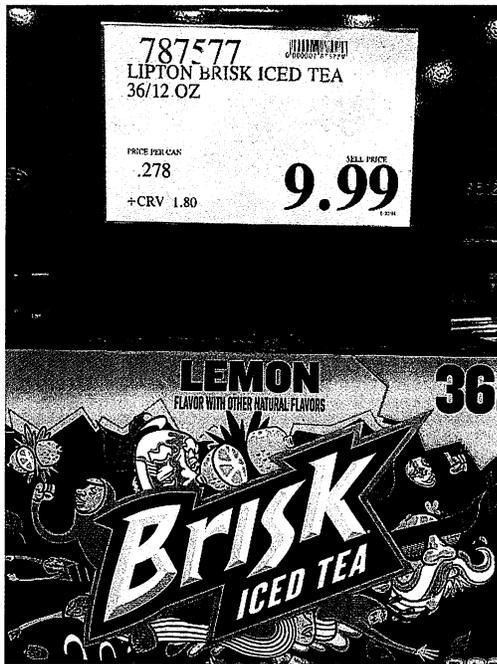
Cup = \$10.79 Round off = **\$11.00**

# RCA Beverages



$$\text{Pepsi} = \$9.99 + \text{CRV } \$ 1.80 = \$11.79 \times 4 = \$47.16$$

Round off = \$48.00



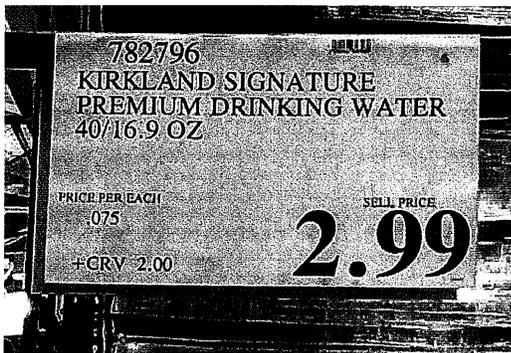
$$\text{Ice Tea} = \$9.99 + \text{CRV } \$1.80 = \$11.79 \times 4 = \$47.16$$

Round off = \$48.00



Orange Juice = 6 x \$7.99 = \$47.94

Round off = \$48.00



Water = \$2.99 + CRV \$2.00 = \$4.99 x 5 = \$24.95

Round off = \$25.00



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Subject to credit approval.

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Credit on Billing Statement	-\$25.00
Cost after Statement Credit	<b>\$71.90</b>

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Est. total **\$96.90**

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Fiskars 8" Forged Scissors

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**\$79.50**

**2-day shipping**

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Qty:

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Fiskars Easy Action Scissors (8")

~~\$12.49~~

**\$8.99**

**2-day shipping**

Pickup

Qty:

1

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Subtotal (6 items)	\$88.49
Shipping	Free
Pickup	Free
Est. taxes & fees (Based on )	\$8.41
<hr/>	
Est. total	<b>\$96.90</b>

**Congrats – you get free shipping!**

Free pickup available.