

# 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	Organization
Officer Name: _____	Club/Organization: <u>CSULA AAAE</u>
Officer Title: _____	Event Title: <u>SWAAAE's 59th Annual Airport Management Short Course</u>
Address: _____	Date(s) of Event: <u>1/27/19 - 1/30/19</u> Semester <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>Monterey, California</u>
Phone & Email: _____	Expected Total Attendance: _____ 27
Officer Signature: _____	Expected Attendance of Cal State LA Students: _____ 27

### Event Description and Total Cost Breakdown

<p>Briefly describe the event:</p> <p>Every year, the SWAAAE hosts its annual winter conference at Monterey to allow aviation professionals to discuss and sharing their experiences in numerous sessions through out the entire 3-days conference. This is also an opportunity for aviation students to networking with the industry experts.</p>	<p>Is the event open to all Cal State LA students?: <u>Yes</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <p>This conference will allow the aviation students to have the chance to speak to airport executives, consultant managers and airport specialists to explore their career options in the industry.</p>
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Hospitality	
Description	Amount
Holiday Inn - 6 rooms (1/27-1/30/19)	\$4,464.96

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount

Other	
Description	Amount

Event Summary	
Total Cost of Event:	\$4,464.96
Amount Requested from ASI:	\$3,000.00
Amount from other sources:	\$1,464.96
What other resources are you employing for this event?	
-CSULA AAAE Student Chapter Bank Account -Participating student's own funding	

For Office Use Only • Do Not Write Below	
<b>Important:</b>	
(1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u> (2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u> (3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u>	
<b>All forms must have a Time Stamp and staff initial:</b>	
SK LN	19 JAN 8 PM 4:32:04



# SWAAAE's 59th Annual Airport Management Short Course

Monterey, California  
January 27 - 30, 2019

Registration

Conference Fees

Conference Agenda

Sponsorship and  
Exhibitor Information

Hotel & Conference  
Venue

Scholarships

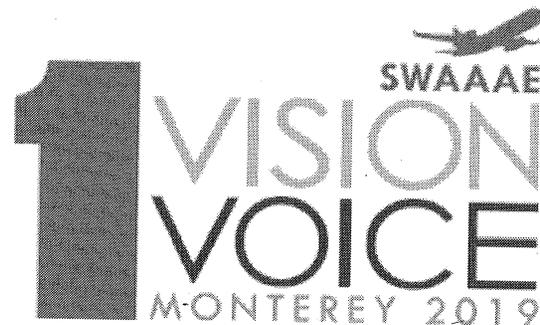
Golf Tournament

Role of the Airport  
Attorney Workshop

Accreditation Final  
Interview Workshop

Monday Evening  
Event

Registration List



We hope to see you all at SWAAAE's 59th Annual Airport Management Short Course, January 27 - 30, 2019.

The theme of this year's conference is:

## **One Vision, One Voice**

We are pleased to offer an educational and informative program this year and hope this year's conference will challenge and interest you. We know you will leave this conference with new tools for dealing with your aviation issues.

Monterey is the setting for the Short Course Conference, a historical and luxurious location on California's Central Coast. Home to unique restaurants, shopping and the world famous Monterey Bay Aquarium...there is something for everyone!

In addition to enjoying Monterey on your own, the conference committee has put together an exciting social program. This includes a welcome reception, evening events and the Bruce Loev Pool Tournament, as well as the Past-President's golf tournament.

For questions please contact Laura Herring at 480-403-4604.



# 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:** American Association of Airport Executives **PHONE:** [REDACTED]  
**EVENT CONTACT NAME:** Mariafernanda Marroquin [REDACTED]  
**NAME OF EVENT:** 59th Annual Airport Management Short Course **LOCATION:** [REDACTED]  
**EVENT DATE:** 1/27-1/30/19 **BEGIN TIME:** 1/27 at 10am **END TIME:** 1/30 at 3pm **ESTIMATED ATTENDANCE:** 36 27

**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):**

SWAAAAP Conference is an educational and informative program about the challenges the aviation industry faces. By the end of the conference students will leave with new key tools for dealing with aviation issues. The conference also helps students network with Aviation professionals, building a connection that will last a lifetime.

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

PRINTED POSTCARDS  PRINTED POSTERS/FLIERS  SOCIAL MEDIA: [REDACTED]  OTHER: Email

**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 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 [REDACTED]

**WILL FOOD BE SERVED AT THE EVENT?**  NO  YES

**IF YES, WHO WILL PROVIDE THE FOOD?**  UNIVERSITY CATERING  OTHER: The Conference/ Hotel

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] PLEASE LIST 2 TIPS and SVPT 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.

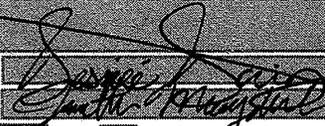
**DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?**  NO  YES

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.

# 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.

Student Membership Fee = \$15  
 Student Registration = \$85

PRESIDENT: Desiree Davis SIGNATURE:  DATE: 10/08/19  
 TREASURER: Jonathan Magdaleno SIGNATURE:  DATE: 10/08/19

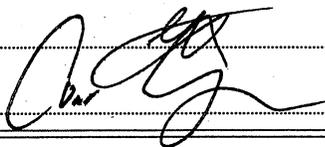
U-SU STUDENT ORGANIZATION ACCOUNT #: B E 0 0 6 or  APPROVED EXEMPT STATUS: CSI VERIFICATION

## 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: Mariafermenda Marroquin SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: 10/08/18

ADVISOR'S NAME: Curt Castagna DATE: 10/8/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 12-18-18

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:

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  
CLASS GENERAL RELEASE  
(FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

**NOT AUTHORIZED FOR USE WITH MINORS**

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

Activity (include name of professor and course): AAAE: 59th Annual Airport Management Short course: Mariafi  
The activity in which I am voluntarily participating as an organization member is not Cal State LA related and has no course affiliation.

Activity Date(s) and Time(s): 1/27/19 10:00 am - 1/30/19 3:00 pm

Activity Location(s): [REDACTED]

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.

California State University, Los Angeles  
 CLASS GENERAL RELEASE  
 (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

PRINT PARTICIPANT'S NAME	PARTICIPANT'S SIGNATURE	DATE
DESIREE DAVIS		10/25/18
Jessica Pascal		10/25/18
Salvador Navarrete		10/30/18
Brian Contreras		10/30/18
Andrew Song		10/30/18
Claudia Ibarra		10/30/18
Apash Joshi		10/30/18
Dawei Zhang		10/30/18
Oscar Venegas		10/30/18
Daniel Barr		10/30/18
Luis Rivas		10/30/18
Jorge Evalk		10/30/18
Gerardo Garcia Nerio		Oct 30, 18
Dimuzai Huang		10/30/18
GAMBIT MAC		10/30/18
Felix Rivera		10/30/18
Ruben Sanchez		10/30/18
Michael Nguyen		11/2/18
Reza Shahili		11/2/18
Wei-Chen Hsia		11/2/18
Stephanie Figueroa		11/06/2018
Jonathan Magdaleno		11/06/18
Mariferrenda Marroquin		11/07/18
Manh Nguyen		11/08/18
JACQUELINE MONDRAGON		11/08/18
LONG VO		11/13/18



List of Approved Attending Students

Number	Student Name	CIN	Contact Number	Email Address
1	Desiree Davis			
2	Salvador Navarrete			
3	Brian Contreras			
4	Andrew Soong			
5	Claudia Ibana			
6	Luis Rivas			
7	Gerardo Garcia Nerio			
8	Gambit Mac			
9	Felix Rivera			
10	Ruben Sanchez			
11	Michael Nguyen			
12	Reza Shahili			
13	Wei-Chen Hsia			
14	Stephanie Figueroa			
15	Jonathan Magdaleno			
16	Manh Nguyen			
17	Jacqueline Mondragon			
18	Long Vo			
19	Cristian Maldonado			
20	Taylor Aguaro			
21	Carlos Renteria			
22	Beatriz Pevez			
23	Vanessa Morales			
24	Rafael Martinez			
25	Ivan Villareal			
26	Nicolette Hanson			
27	Marifernanda Marroquin			



COLLEGE OF

# ENGINEERING, COMPUTER SCIENCE, & TECHNOLOGY

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## MEMORANDUM

Date: December 17, 2018  
To: ASI Funding Committee  
From: Dean Emily Allen, ECST  
Cc: Desiree Davis, President CSULA AAAE Chapter  
Subject: ASI Funding for AAAE Conference Travel

I am writing in support of the Cal State LA American Association of Airport Executives (CSULA AAAE) student chapter request for funding to attend the 59th Annual Airport Management conference, to be held in Monterey, CA from January 27-30, 2019.

The Cal State LA AAAE student chapter is serves students interested in careers within the aviation industry. It is part of the American Association of Airport Executives, a professional association that represents airport management personnel at public-use commercial and general aviation airports in the United States of America. It provides its members with industry-related services, support, training, and various professional development opportunities.

This regional conference includes airport representatives primarily from the states of California, Arizona, and Nevada. Since its founding, the purpose of the organization has been to bring together all persons representing public use airports as well as persons interested in and working for the benefit of aviation.

SWAAAE's Annual Airport Management Short Course conference is full of aviation professionals, which represents an excellent opportunity for our students to network and gain exposure to leading topics in aviation or other issues affecting airports. It is also an opportunity for the students to showcase their presentations in front of aviation industry professionals to demonstrate the knowledge and abilities that they have gained from school. It is with great pride that the CSULA AAAE student chapter attends this conference every winter.

University support would be required for many of the students to attend. As a result, I support the Cal State LA AAAE's request for funding in support of attending this important conference.

A handwritten signature in cursive script, appearing to read 'G. L. Allen'.



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**COLLEGE OF ENGINEERING, COMPUTER SCIENCE, AND TECHNOLOGY**

Department of Technology

December 05, 2018

To Associated Students Incorporated:

As the Technology Department Interim Chair, I support the AAAE student chapter's plans to apply for ASI funding to cover the costs of attending the annual conference of the South Western chapter of the AAAE in Winter 2018.

There will be approximately 27 students attending this year and an estimate of costs of attending are:

Est. cost of hotel rooms: \$4,464.97

Number of students attending: 27

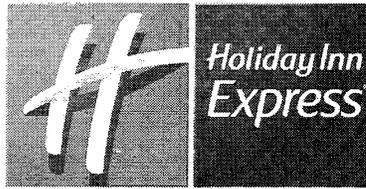
As Academic Chair of the Department that houses the Student chapter, I appreciate your consideration.

A handwritten signature in black ink, appearing to read 'Rupa Purasinghe'.

Rupa Purasinghe, Ph.D., P.E.

Interim Chair, Department of Technology

323-343-4459

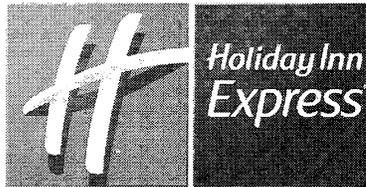


<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>46908042</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
01-26-19	*Accommodation	167.00	
01-26-19	Tax - Room	16.70	
01-26-19	County Tourism Assessment	1.00	
01-26-19	Conference Ctr Facility Dist. As	1.34	
01-27-19	*Accommodation	167.00	
01-27-19	Tax - Room	16.70	
01-27-19	County Tourism Assessment	1.00	
01-27-19	Conference Ctr Facility Dist. As	1.34	
01-28-19	*Accommodation	167.00	
01-28-19	Tax - Room	16.70	
01-28-19	County Tourism Assessment	1.00	
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01-29-19	*Accommodation	167.00	
01-29-19	Tax - Room	16.70	
01-29-19	County Tourism Assessment	1.00	
01-29-19	Conference Ctr Facility Dist. As	1.34	
<b>Total</b>		<b>744.16</b>	<b>0.00</b>
<b>Balance</b>		<b>744.16</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

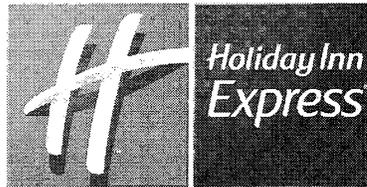


<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>49827479</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

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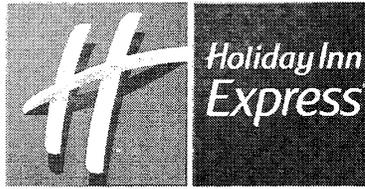


<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>21909308</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
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<b>Balance</b>		<b>744.16</b>	

**Guest Signature:** \_\_\_\_\_

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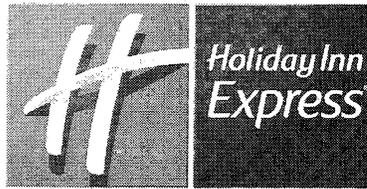


<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>23441195</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

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01-27-19	*Accommodation	167.00	
01-27-19	Tax - Room	16.70	
01-27-19	County Tourism Assessment	1.00	
01-27-19	Conference Ctr Facility Dist. As	1.34	
01-28-19	*Accommodation	167.00	
01-28-19	Tax - Room	16.70	
01-28-19	County Tourism Assessment	1.00	
01-28-19	Conference Ctr Facility Dist. As	1.34	
01-29-19	*Accommodation	167.00	
01-29-19	Tax - Room	16.70	
01-29-19	County Tourism Assessment	1.00	
01-29-19	Conference Ctr Facility Dist. As	1.34	
<b>Total</b>		<b>744.16</b>	<b>0.00</b>
<b>Balance</b>		<b>744.16</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

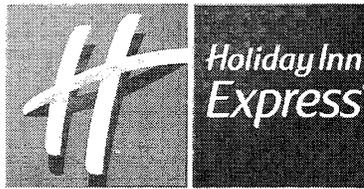


<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>25184256</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
01-26-19	*Accommodation	167.00	
01-26-19	Tax - Room	16.70	
01-26-19	County Tourism Assessment	1.00	
01-26-19	Conference Ctr Facility Dist. As	1.34	
01-27-19	*Accommodation	167.00	
01-27-19	Tax - Room	16.70	
01-27-19	County Tourism Assessment	1.00	
01-27-19	Conference Ctr Facility Dist. As	1.34	
01-28-19	*Accommodation	167.00	
01-28-19	Tax - Room	16.70	
01-28-19	County Tourism Assessment	1.00	
01-28-19	Conference Ctr Facility Dist. As	1.34	
01-29-19	*Accommodation	167.00	
01-29-19	Tax - Room	16.70	
01-29-19	County Tourism Assessment	1.00	
01-29-19	Conference Ctr Facility Dist. As	1.34	
<b>Total</b>		<b>744.16</b>	<b>0.00</b>
<b>Balance</b>		<b>744.16</b>	

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<b>John Magdaleno</b>	Folio No. :	Room No. :
*	A/R Number :	Arrival : <b>01-26-19</b>
<b>CA</b>	Group Code :	Departure : <b>01-30-19</b>
<b>United States</b>	Company :	Conf. No. : <b>24699577</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
01-26-19	*Accommodation	167.00	
01-26-19	Tax - Room	16.70	
01-26-19	County Tourism Assessment	1.00	
01-26-19	Conference Ctr Facility Dist. As	1.34	
01-27-19	*Accommodation	167.00	
01-27-19	Tax - Room	16.70	
01-27-19	County Tourism Assessment	1.00	
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<b>Balance</b>		<b>744.16</b>	

**Guest Signature:** \_\_\_\_\_

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

## Club Funding Request Form Instructions – Fill out the form completely

*(Physical quote(s) and estimates are required for all items listed.*

*It is also suggested a detailed budget breakdown is provided.)*

<b>Contact</b>	Only eligible officers (listed on the Student Organization Officer Information Form) from University recognized student organizations may request funds from ASI.
<b>Student Organizations</b>	Only University-recognized student organizations may request funds from ASI.
<b>Expected Total Attendance</b>	Indicate the total number of people expected at the event including faculty advisors, Cal State LA students, non-student guests, etc.
<b>Expected Attendance of Cal State LA Students</b>	Indicate the total number of Cal State LA students expected to be in attendance at the event.
<b>Describe the Event</b>	What are you going to do? What are the goals of the event? If the box is too small please attach additional information describing the event.
<b>Is the Event open to all Cal State LA Students</b>	Yes or No?
<b>How will this program enhance the Cal State LA community?</b>	Why should we fund this event? If the box is too small please attach additional information.
<b>Hospitality</b>	All events with food are required to have an attached food permit. The only exception is if UAS caters the food.
<b>Honoraria/Contracts</b>	ASI does not fund salaries or fees, honoraria for Cal State LA instructors, tutors, or faculty. All speakers/performers must have a valid contract and invoice signed prior to the event/performance. Payment cannot be made unless these items are completed.
<b>Marketing</b>	Include the costs of flyers, banners, etc. Events which do not have a comprehensive marketing plan are usually not well attended and will therefore generally not be supported. (Attach Flyer include ASI Logo which can be download from our website.)
<b>Other</b>	Due to State law, ASI Policies, and CSU Policies, there is a very long list of what ASI will not fund. See the funding limitations on the bottom of this page for a partial list. For a comprehensive list in Policy 204 Funding Guidelines, listed on the <a href="#">ASI Finance Policies and Procedures web page</a> .
<b>Total Cost of Event</b>	The Total Cost will auto fill based on the amounts entered.
<b>Amount requested from ASI?</b>	How much are you requesting from ASI?
<b>Amount from Other Sources</b>	The amount requested from ASI and the amount from other sources should equal the total cost of the event.
<b>What other sources are</b>	List any fees, registration, dues, etc., which will be used to assist in paying for the total cost of the event.

**Note: Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.**

**Awarded funds will be forfeited if all documents are not submitted by the 15 day deadline.**

### ASI Funding Limitations

- Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.).
- Telephone Expenses
- Athletic equipment
- Materials or supplies for the purchase or care of live animals.
- An organization's or individual member's local, state, regional, or national membership fees.
- An organization's or individual member's travel expenses; except as provided in the ASI Travel Policy 213.
- Membership recruitment of non-Cal State L.A. students.
- Programs for the benefit of, or targeted to, non-Cal State L.A. students.
- Activities considered to be high risk/high liability for or by the University or ASI.
- Scholarships or scholarship donation.
- Programs which are not in compliance with ADA standards.
- Programs exclusively benefiting or targeted to members of a specific group.
- Race or gender specific awards ceremonies or programs.
- Programs and events that provide only one side of political issues and/or matters that are going to be considered by voters in upcoming elections.
- Non-advertised programs occurring during an organization's regularly scheduled meeting(s).
- Food, except when pre-approved for hospitality purposes.
- Salaries, fees, honorariums for instructors, tutors, or Cal State faculty.
- Program equipment costing over \$300 that does not have at least three (3) written estimates.
- Events held off-campus without University supervision or direction.
- Events that involve Alcohol.
- Not open to all Cal State LA Students.

For more information regarding funding e-mail Aaron Castaneda Vice President for Finance at [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu), go to our website: [Clubs and Organizations](#) or call us at 323-343-4778.