

ASI 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: *Alibay Alibay*

Organization

Club/Organization: Institute of Electrical and Electronics Engineers
 Event Title: Guest speaker
 Date(s) of Event: 3/26/2019 Semester Spring
 Location of Event: Montebello room
 Expected Total Attendance: _____ 50
 Expected Attendance of Cal State LA Students: _____ 50

Event Description and Total Cost Breakdown

Briefly describe the event:
 Dr. Alibay Will be giving a presentation of her daily work (Cubesats)

Is the event open to all Cal State LA students?: Yes
 How will this program enhance the Cal State LA experience?
 Student will get to meet and listen to a employee of NASA Jet Propulsion Laboratory and develop a better understanding of Cubesats.

Hospitality

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

Honoraria/Contracts

| Description | Amount |
|--------------|---------|
| Award Plaque | \$49.95 |
| | |
| | |

Marketing

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

Other

| Description | Amount |
|--------------|----------|
| UAS catering | \$194.74 |
| | |
| | |

Event Summary

Total Cost of Event: \$244.69
 Amount Requested from ASI: \$244.69
 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: AM
 LN
 19 JAN 31 PM 12:07:47

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: Institute of Electrical and Electronic Engineers PHONE: [REDACTED] DATE: 1/15/19
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Guest Speaker: Dr. Farah Alibay LOCATION: Monte bello Room
 EVENT DATE: 3/26/2019 BEGIN TIME: 2:00 PM END TIME: 4:00 PM ESTIMATED ATTENDANCE: 50

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):

Dr. Alibay will give a presentation involving his work in the field of Electronics at NASA JPL.
[REDACTED]

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: @ieee_calstatela (instagram) OTHER: [REDACTED]
INCLUDE SITE & HANDLE

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: [REDACTED]

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. 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 risks by Cal 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.

RECEIVED
 JAN 31 2019

BY: 01/31/19 AS

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.

No proceeds will be raised at the event.

PRESIDENT: [REDACTED] SIGNATURE: *Cheryl Ramirez* DATE: 1/29/19
 TREASURER: [REDACTED] SIGNATURE: *F.A.* DATE: 1/29/19
 U-SJ STUDENT ORGANIZATION ACCOUNT#: [REDACTED] 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 [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) *[Signature]* DATE: 1/29/19
 ADVISOR'S NAME [REDACTED] *[Signature]* DATE: 1/22/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SJ 204) SIGNATURE: *[Signature]* DATE: 1/31/2019
 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-SJ BUSINESS OFFICE DATE: _____
 NOTES OR UPDATES (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

IEEE Student Branch

Speaker Series: Dr. Farah Alibay
Tuesday March 26, 2:00pm-4:00pm

IEEE CSULA Student Branch
2018-2019 Board

President

Edward Ramirez

Vice-President External

Stephen Doeve

Vice-President Internal

Alejandro Alvarado

Treasurer

Ando Adame

Secretary

Edgar Valenzuela

IEEE LA Metro Liaison

Stephen Doeve

Faculty Advisor

Dr. Fred Daneshgaran



www.instagram.com/ieee.csula



www.facebook.com/csulaieee

Hello Calstate LA Students,

We would like to invite you to our next guest speaker series on Tuesday March 26, 2019 from 2:00pm to 4:00pm. Dr. Alibay is a Canadian systems engineer at NASA JPL who received her PhD from the Massachusetts Institute of Technology in the field of Systems Engineering.



Dr. Alibay has worked as a Payload Systems Engineer on the InSight Mars lander and as a Systems Engineer for MarCO CubeSats. Stop by and listen to Dr. Alibay give a presentation about her work. Food and drinks will be provided. For more information please visit us on our website: <https://ieeecsula.wixsite.com/ieee> or email us at ieee.csula@gmail.com
Hope to see you there.



**American Trophy & Award Company
American Badge & Ribbon Company**

106 1/2 Judge John Aiso St. #721
Los Angeles, CA 90012

QUOTATION

| | |
|-----------|------------|
| Date | Estimate # |
| 1/30/2019 | 1-1719 |

| |
|----------------------------|
| Name / Address |
| IEEE - CSULA [Redacted] |

| |
|----------------------------|
| Ship To |
| IEEE - CSULA [Redacted] |

| | |
|---------------------|-----|
| Terms | Rep |
| Prepaid Credit Card | GA |

| Description | Qty | Cost | Total |
|--|-----|-------|--------|
| 9" x 12" Cherry-finish Recognition Plaque w/ Digital Personalization | 1 | 39.95 | 39.95T |
| Shipping | 1 | 10.00 | 10.00 |
| Sales Tax | | 9.50% | 3.80 |

Thank you
Your business is greatly appreciated

Total \$53.75

| | | | |
|--------------|--------------|--------------------------|-------------------------|
| Phone # | Fax # | E-mail | Web Site |
| 213-553-9334 | 213-478-0436 | greg@american-awards.com | www.american-awards.com |



Golden
Eagle
Hospitality

for: Event # E35354
on: Tuesday, March 26, 2019

| | | | | |
|--|------------------------|---|-------------------------------|--------------------|
| Client/Organization IEEE CSULA Student Branch | | Event Date 3/26/2019 (Tue) | Booking Contact [REDACTED] | Event # E35354 |
| Address 5151 State University Drive | | City, St/Prov Postal Los Angeles, CA 90032 | Booking Tel | Guests 20 (Act) |
| Party Name Speaker: Dr. Farah Alibay | Sales Rep Amy Miers | Theme | | Category |

Venue

| Description | Type | Start | End | Banquet Room | Setup Style |
|-------------|------|---------|---------|--------------|-------------|
| | | 1:15 pm | 1:30 pm | Off-Site 2 | Delivery |

Food & Beverage

| Food/Service Items | Unit | Price | Total |
|--|------------|-------|-------|
| **Deliver to TBD at 1:30PM** | | | |
| (20) Disposables | Each | 0.50 | 10.00 |
| (1) Extra Small - Sliced Fresh Fruit (up to 15 guests) | Platter(s) | 35.00 | 35.00 |
| (1) Large (Fifteen 12" Sub) - Cut in Half | Platter(s) | 85.00 | 85.00 |
| - (5) Roasted Turkey | | | |
| - (5) BLT Avocado | | | |
| - (3) Grilled Chicken Pes to | | | |
| - (2) Tuna Salad | | | |
| (1) Apple Juice | Gallon(s) | 22.00 | 22.00 |
| Water Service | | | |

| | Food | Beverage | Liquor | Equipment | Labor | Room | Other | Total |
|----------------|---------------|--------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Subtotal | 130.00 | 22.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 152.00 |
| Service Charge | 22.10 | 3.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.84 |
| Taxes | 14.45 | 2.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16.90 |
| Total | 166.55 | 28.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 194.74 |

| | | | |
|--------------------|---------------|---------|--------|
| Subtotal | 152.00 | Paid | 0.00 |
| Tax | 16.90 | Balance | 194.74 |
| Service Charge | 25.84 | | |
| Total Value | 194.74 | | |

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and

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

IEEE CSULA Student Branch

■ AWARD OF RECOGNITION ■

The Institute of
Electrical and Electronics Engineers (IEEE) recognizes:

Dr. Farah Alibay

For his outstanding presentation on
Electronics

Given to the Student Branch Institute of Electrical and Electronics Engineers

at the California State University of Los Angeles on

March 5, 2019



Edward Ramirez, *Section Chair*
Alexandro Alvarado, *Section Vice Chair*
Institute of Electrical and Electronics Engineers, Inc.



IEEE CSULA Student Branch

▪ AWARD OF RECOGNITION ▪

The Institute of
Electrical and Electronics Engineers (IEEE) recognizes:

Dr. Farah Alibay

For her outstanding presentation on

MarCo Cubesats

Given to the Student Branch Institute of Electrical and Electronics Engineers

at the California State University of Los Angeles on

March 26, 2019



Edward Ramirez, *Section Chair*
Alexandro Alvarado, *Section Vice Chair*
Institute of Electrical and Electronics Engineers, Inc.

