

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: [Signature]

Organization

Club/Organization: International Students Organization

Event Title: International Cultural Night

Date(s) of Event: 02/27/2019 Semester: SPRING ~~Select One...~~

Location of Event: Golden Eagle Ballrooms

Expected Total Attendance: 200

Expected Attendance of Cal State LA Students: 175

Event Description and Total Cost Breakdown

Briefly describe the event:

Aims to enhance and showcase the presence of international cultures and diversity on campus, through performances, music and food. The goal of the event is to build stronger community on the CSULA campus by highlighting cultural diversity.

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

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

By highlighting cultural diversity on CSULA campus and showcasing all minority cultures represented by CSULA students, through performance, music and food.

Hospitality

Description	Amount
Cultural Food and Refreshments	\$8,652.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$8,652.00

Amount Requested from ASI: \$1,500.00

Amount from other sources: \$7,152.00

What other resources are you employing for this event?

For Office Use Only • Do Not Write Below

The International Students Org. will co-sponsor the International Culutral Night event, in conjunction with the International Programs Office and the College of Professional and Global Education (PaGE).

Important:

- All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
- Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*
- 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: DS

LN *19 JAN 26 PM 1:29:55

5TH ANNUAL

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

International CULTURAL NIGHT AND DINNER

WEDNESDAY

FEBRUARY 27, 2019

6:00 - 8:30 PM GOLDEN EAGLE BALLROOM 1

\$13.00 PER PERSON

IF PURCHASED ON OR BEFORE FEBRUARY 10

\$17.00 PER PERSON

IF PURCHASED BETWEEN FEBRUARY 11 - 26

DINNER AT 6:30 PM

CULTURAL PERFORMANCES & SHOW

CULTURAL ATTIRE IS WELCOME!



BUY TICKETS ONLINE AT
CALSTATELA.EDU/INTERNATIONAL



INTERNATIONAL

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: INTERNATIONAL STUDENTS ORG. PHONE: [REDACTED] DATE: 1/23/19
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: International Cultural Night & Dinner LOCATION: Golden Eagle Ballroom
 EVENT DATE: Feb. 27, 19 BEGIN TIME: 6pm END TIME: 9pm ESTIMATED ATTENDANCE: 200

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):

The International Cultural night aims to enhance & showcase the presence of international cultures on campus through performances, music & food.

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

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

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: [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] 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.

RECEIVED
JAN 28 2019

BY: om

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.

The charged fees do not benefit the student organization

PRESIDENT: [Redacted] SIGNATURE: *[Signature]* DATE: 1/25/19
 TREASURER: [Redacted] SIGNATURE: *[Signature]* DATE: 1/25/19
 U-SU 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: 1/25/19
 ADVISOR'S NAME: [Redacted] SIGNATURE: *[Signature]* DATE: 1/25/2019

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 1/28/19
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU BUSINESS OFFICE	DATE: _____

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



Golden
Eagle
Hospitality

for: Event # E33463
on: Wednesday, February 27, 2019

Client/Organization International Students Organization	Event Date 2/27/2019 (Wed)	Booking Contact [REDACTED]	Event # E33463
Address 5151 State University Dr		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name International Cultural Night and Dinner	Sales Rep Amanda Tapia	Theme Banquet	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style		
		10:00 am	9:00 pm	Ballrm 1-3	Banquet 8		
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
*Catering ready at 6:00 PM				(3) Registration Table - outside	Each		
(170) Disposables	Each	0.50	85.00	B1 w/ Chairs			
***SEPERATE STATIONS**				Ballroom #1-2 Set-up			
Set around the room				(25) Rounds of 8 - House	Each		
STATION #1				White Linen			
**Vegetarian Items Placed First				(200) Gold Napkins	Each		
w/ Signage**				***Empty Space in front of			
(5) Vegan-Blackened Seared	Dozen(s)	24.00	120.00	stage for Performers**			
Tofu w/ Mushroom Kabob				(1) Dance Floor -Set in Front	Each	250.00	250.00
(1) Large - Tzatziki Sauce	Bowl(s)	70.00	70.00	of Stage			
(75-100pp)				(1) Riser- South Wall	Each	125.00	125.00
(2) Large - Hummus and Pita	Bowl(s)	115.00	230.00	(1) Podium and Wireless	Each	75.00	75.00
Chips (75-100pp)				Microphone			
(10) Spanakopita	Dozen(s)	22.00	220.00	(2) Wireless Microphones on	Each	50.00	100.00
Meats				Stands (For Performers-No			
(7) Beef Kabobs	Dozen(s)	26.00	182.00	Singers)			
(7) Chicken Kabobs	Dozen(s)	26.00	182.00	(1) Black Pipe and Drape	Each	125.00	125.00
(7) Regular Naan	Dozen(s)	10.00	70.00	(behind Riser)			
STATION #2				(1) 7FT Table W. Linen and	Each	10.00	10.00
**Vegetarian Items Placed First				Skirting in SW Corner - for DJ			
w/ Signage**				(1) World Gobo's - South Wall	Each	300.00	300.00
(3) Full Pan - Vegan Fried Rice	Each	80.00	240.00	-Behind Stage - on Pipe and			
(feed 30-50pp)- With Vegetable				Drape			
Stock				(1) Jones Lighting - Inside GE	Each	550.00	550.00
(10) Veggie Pot Stickers with	Dozen(s)	22.00	220.00	Ballroom 1+ 2 -Green and Blue			
Sesame Ginger Sauce				Uplights			
(10) Vegetable Eggs Rolls with	Dozen(s)	16.00	160.00	Ballroom #3- Empty -For			

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

E33463 - International Students Organization

Sweet and Sour Sauce Performers

****Meat****

(3) Chicken Asian Stir Fry (feed 40-50pp)	Each	95.00	285.00
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STATION #3

****Vegetarian Items Placed First w/ Signage****

(3) Full Pan - Cheese Enchilada Pie (feeds 30)	Each	95.00	285.00
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(3) Full Pan - Vegan Mexican Rice (feeds 30-50)-Vegetable Stock	Each	55.00	165.00
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(2) Large - VEGAN-Ceviche w/ Tortilla Chips	Bowl(s)	155.00	310.00
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(3) Full Pan - Refried Beans (feeds 30-50)	Each	55.00	165.00
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****Meat****

(3) Full Pan - Beef Fajitas (feeds 30)	Each	95.00	285.00
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STATION #4

****All Items Vegetairan- Indicate w/ Signage****

(3) Full Pan -VEGAN-Mock Curry Chicken **NO CREAM**	Each	95.00	285.00
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(3) Full Pan - Jasmine Rice (feeds 30-50)	Each	55.00	165.00
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(1) Large - Lentil Salad (feeds 75-100pp)	Each	115.00	115.00
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(1) Large - Cucumber and Tomato Salad (feeds 75-100pp)	Bowl(s)	125.00	125.00
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STATION #5

****Vegetarian Items Placed First w/ Signage**

(3) Full Pan - VEGAN-Lentil Penne Pasta w/ Roasted Marinara Sauce and Chopped Tofu	Each	85.00	255.00
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****Meats****

(3) Full Pan - Beef Lasagna (feeds 30)	Each	95.00	285.00
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***Dessert - *STATION #6**

(4) VEGAN COOKIES- Almond Butter Chocolate Chip	Dozen(s)	16.00	64.00
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(4) VEGAN	Dozen(s)	16.00	64.00
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Authorized Signature & Date: _____
 (Please sign & date all pages)

E33463 - International Students Organization

COOKIES-Chocolate Chip
 (75) Assorted Cupcakes Each 2.50 187.50

***Beverage- STATION #7**

(6) Fresh-Brewed Coffee Gallon(s) 28.00 168.00
 (Regular)
 (4) Hot Water With Assorted Gallon(s) 25.00 100.00
 Teas
 (4) Fresh-Brewed Iced Tea Gallon(s) 22.00 88.00
 (Unsweetened)
 (4) Orange Juice Gallon(s) 22.00 88.00
 (4) Pink Lemonade Gallon(s) 22.00 88.00
 Water Service

Notes

Check-in: 5:30pm
 Event Start: 6:00pm
 Performances: 7:00pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	4,819.50	532.00	0.00	1,535.00	0.00	0.00	0.00	6,886.50
Service Charge	819.32	90.44	0.00	260.95	0.00	0.00	0.00	1,170.71
Taxes	535.69	59.13	0.00	0.00	0.00	0.00	0.00	594.82
Total	6,174.51	681.57	0.00	1,795.95	0.00	0.00	0.00	8,652.03

Subtotal	6,886.50	Paid	0.00	
Tax	594.82	Balance	8,652.03	
Service Charge	1,170.71			
Total Value	8,652.03			

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 Cancellation Notice Needed.

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