

ASSOCIATED STUDENTS, INC.  
**FUNDING REQUEST FORM**

2019-2020

**PART 1 - NOTICE & CHECKLIST**

IMPORTANT

- 1 All Funding Request Forms must be submitted by 12 PM Friday the week before the Funding Sub Committee Meetings
- 2 Funding request forms must be returned in class on Thursdays (2 weeks) prior to the event
- 3 Deadline for Request for Payment or Purchase Order (RFP) is 15 days after the event

BATTLE/EMERGENCY/STUDENT

CSE/ENTREPRENEURSHIP

ES/INVESTIGATIVE

BATTLE/EMERGENCY/STUDENT

**PART 2 - CONTACT & ORGANIZATION**

OFFICE: [REDACTED]  
 TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED]  
 PHONE: [REDACTED]  
 SIGNATURE: 

CLUB/ORG: Healthcare Leadership Association  
 BATTLE: COMP EXAM REVIEW SESSION 1  
 DATE(S) OPEN: 10/19/2019      SENSER: FALL  
 BATTLE LOCATION: U-SU Alhambra 305  
 EXERCISE DURATION: 30  
 EXERCISE CLASSIFICATION: 30

**PART 3 - EVENT DESCRIPTION**

IS THE EVENT OPEN TO ALL STUDENTS?  YES  NO

BRIEFLY DESCRIBE THE EVENT

HLA is hosting a Comprehensive Review session for graduate students who are scheduled to take the COMP EXAM in November. Short lectures on important concepts will be provided by management faculty.

HOW WILL THIS PROGRAM HAVE THE MOST POSITIVE IMPACT?

It is intended to be a review session where students can collaborate with one another to review for the examination.

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION	AMOUNT
	Boxed Lunch - Sub Sandwich 6"	360.00
	Tax	40.01
	Service Charge	61.20

HONORARIA / CONTRACTS	DESCRIPTION	AMOUNT
	N/A	0.00

MARKETING	DESCRIPTION	AMOUNT
	N/A	0.00

OTHER	DESCRIPTION	AMOUNT
	N/A	0.00

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT: 461.21  
 TOTAL REQUESTED FROM AS: 461.21  
 AMOUNT FROM OTHER SOURCES:  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**

STAFF INITIALS: AM

TIMESTAMP:

19 SEP 27 11:56:03





Event Update

**MSHCM Comprehensive Exam Review Session 1**

Revised By: [REDACTED] on 9/26/2019 9:40:38 AM - Version 2

**[APPROVED]**

**Basic Information**

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

**Event Name**

MSHCM Comprehensive Exam Review Session 1

**Host Organization Name**

What Organization/Department is hosting the event?  
Healthcare Leadership Association

**About the event**

Please describe what this event is about and include all intended activities that will take place.

The MSHCM Comprehensive Exam Session is a semester activity conducted by the Healthcare Leadership Association of the College of Business and Economics. This event aims to prepare Master of Science in Healthcare Management students to take their Comprehensive Examination. Activities include lectures/ reviews of the 5 core classes in the program, test taking strategy, case analysis and Q&A on relevant topics.

**Estimated Attendance**

30

**Time & Location**

**Start Date/Time**

10/19/2019 - 2:15 PM

**End Date/Time**

## Where will the event take place?

On campus

## Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.  
University Student Union

## Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

### Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

### Officer Contact Phone Number

[REDACTED]

### Contact Email

Provide the officer's email address.

[REDACTED]

### Organization Advisor Phone Number

-1

### Organization Advisor Name

[REDACTED]

### Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. 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.

How do you plan on marketing this event?

Social Media

Email

### Social Media Site

Instagram

### Social Media Handle

hla\_csula

### Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.

e1cad1f0-e326-44e6-ae8e-8c9e0c65c001.jpg

### Who is invited to this event?

Student organization members

Cal State LA Community

### Will off-campus media be notified about this event?

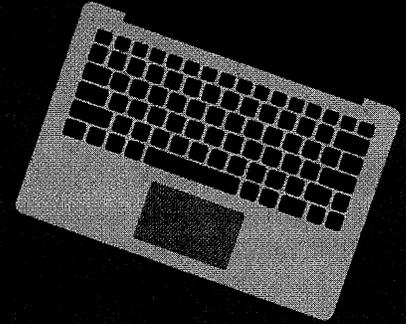
No

Tags

EDUCATIONAL

LEADERSHIP DEVELOPMENT

Cover Image



**SATURDAY  
OCTOBER 19, 2019  
2:15 PM - 5:15 PM**

**UNIVERSITY STUDENT UNION  
ALHAMBRA ROOM, 305**



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

## Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.  
Educational Workshop/Program

## Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

## Will the event have security?

No

## Who will be providing the food?

University Catering

## Will food be served at the event?

Yes

## Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

## Will a movie be shown at this event?

No

## Will alcohol be served at this event?

No

## Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

## Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, 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

## Signature Pad Field



## Event Guidelines & Resources

### Student Organization 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 the Office of the Dean of Students.

**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 can be found in the Student Organization Handbook.

**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 Waiver Forms:** 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.

### Student Organization Event Resources

#### Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

#### Additional Resources

more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
  - Filming Request Application
-



Golden  
Eagle  
Hospitality

for: Event # E37607  
on: Saturday, October 19, 2019

Client/Organization Healthcare Leadership Association		Event Date 10/19/2019 (Sat)		Booking Contact [REDACTED]		Event # E37607	
Address 5151 State University Drive				City, St/Prov Postal Los Angeles, CA 90032		Booking Tel [REDACTED]	
Party Name Healthcare Leadership Association		Sales Rep Amanda Tapia		Theme		Category	
				Guests 30 (Act)			

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		2:00 pm	2:15 pm	Student Union	Delivery

**Food & Beverage**

Food/Service Items	Unit	Price	Total
Delivery to USU-Alhambra Room for 2:15pm			
(30) Boxed Lunch	Each	12.00	360.00
-Sub Sandwich (6")			
(9) -Grilled Chicken Pesto	Each		
(9) -Roast Beef	Each		
(5) -Tuna Salad	Each		
(5) -Roasted Vegetables	Each		
(2) -Caprese (Tomato/Basil/Mozzarella)	Each		
Condiments: Mustard and Mayo			
-Pasta Salad			
-Bag of Chips			
-Cookie			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
Service Charge	61.20	0.00	0.00	0.00	0.00	0.00	0.00	61.20
Taxes	40.01	0.00	0.00	0.00	0.00	0.00	0.00	40.01
<b>Total</b>	<b>461.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>461.21</b>

Subtotal	360.00	Paid	0.00
Tax	40.01	Balance	461.21
Service Charge	61.20		
<b>Total Value</b>	<b>461.21</b>		

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

 9/26/2019

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)

 9/26/2019