

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 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.

- EVENT FLYER WITH ASI LOGO
 CSI EVENT REGISTRATION FORM
 ESTIMATES/FOOD PERMITS
 EVENT ESTIMATES / INVOICES

PART 2 - CONTACT & ORGANIZATION

OFFICE: [REDACTED] TITLE: [REDACTED] ADDRESS: [REDACTED] CITY: [REDACTED] PHONE: [REDACTED] SIGNATURE: <u>[Signature]</u>	CLUB/ORG: Hispanic Business Society EVENT TITLE: ULSA Corporate Mixer DATE(S) OF EVENT: 02/29/20 SEMESTER: SPRING EVENT LOCATION: Golden Eagle Ballroom EXPECTED ATTENDANCE: 80+ EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20+
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PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

This mixer is composed of a panel of exceptional professionals, lead by two workshops and a networking mixer. Students will be able to speak with professionals, companies, and explore career opportunities.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Improves the professional development of students through a student-organized event for networking, professional workshops, and speaker panel.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Parking Fees for 80+ Attendees	\$640	HONORARIA / CONTRACTS		\$0
MARKETING		\$0	OTHER	Name Tags and Tag Holder x100	\$25
				Event Brochures	\$150
				Table Cloths	\$25
				Workshop Stickers	\$10
				Certificates and Folders x75	\$70

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$920
TOTAL REQUESTED FROM ASI \$920
AMOUNT FROM OTHER SOURCES \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 Seeking sponsors from supporting companies.
 Food donations.

OFFICE USE ONLY

STAFF INITIALS SR
 TIME STAMP: FEB 14 4:10:27 PM



Printing for brochures, check in lists and other: \$150



BIC ☆☆☆☆☆ 3,433
BIC Round Stic Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count
 Amazon's Choice for "pens"



● ○ ○ ○ ○ ○ ▶

Color: Black

Size: **60 Count** ▶

\$4⁵⁰ ~~\$12.85~~ Save \$8.35 (65%)
 ✓prime FREE One-Day & FREE Returns

Get \$70 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual



● ○ ○ ○ ○ ○ ○

Style: **2-1/4 x 3-1/2** ▶

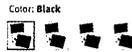
Size: **400 name tags** ▶

\$11³⁹ ~~\$23.74~~ Save \$12.35 (52%)

Oxford Certificate Holders, Black, Letter Size, 25 Per Pack (299550)

by Oxford ☆☆☆☆☆ 518 ratings | 25 answered questions
 Amazon's Choice for "oxford certificate holders"

Price: **\$20.99** ✓prime & FREE Returns



Size: **25/Pack**
 5/Pack **25/Pack**

- **DURABLE:** Each certificate holder is made of 30% recycled fiber and 30% post-consumer fiber to secure and transport letter-sized certificates
- **STYLISH:** These certificate holders have gold-foil embossed covers with a linen finish
- **ARCHIVE:** These certificate holders are great for archiving certificates in hanging files
- **VERTICAL OR HORIZONTAL:** Display your certificates in vertical or horizontal orientation
- **FEATURES:** 25 Black, Letter Size Oxford Certificate Holders with a linen finish

Compare with similar items
 Used & new (7) from \$5.99 ✓prime
 Report incorrect product information.

TYH SUPPLIES®
100 Pack Heavyweight Clear



Vanity Fair ☆☆☆☆☆ 203
Vanity Fair Entertain Paper Napkins, Dinner Size, Classic White, 320 Count

320 napkins 8 Packs of 40ct napkins



● ○ ○ ○ ○ ○ ○

Style: 320 Count

\$15⁹² (\$0.05 / Count) ~~\$18.18~~ Save \$2.26 (12%)

Buy New



Deliver to sandra - Bloomington 92316
 PillPack Your medication, delivered

AmazonBasics ☆☆☆☆☆ 2,720
AmazonBasics Chisel Tip Highlighters - Pack of 12 Assorted Colors

Amazon's Choice for "highlighters"



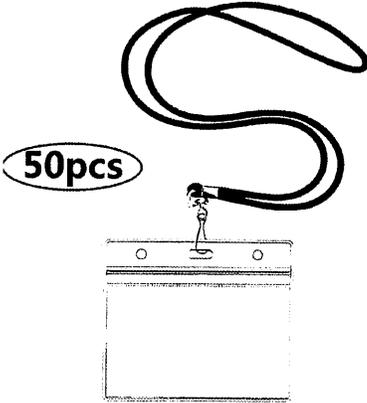
● ○ ○ ○ ○ ▶

Style: **12 Pack** ▶

\$4⁴⁹
 ✓prime FREE One-Day

Get \$70 off instantly: Pay \$0.00 upon approval for

Prints for brochures, check in lists



Roll over image to zoom in

50Pcs Clear Plastic Horizontal Name Tags Badge ID Card Holders and 50Pcs Black Lanyards with Swivel Hook

by COTODO
 ☆☆☆☆ 4.2 ratings
 Amazon's Choice for "name tag holders"

Price: \$12.99 vprime & FREE Returns

- INCLUDES: 50 horizontal name tag badge holders, 50 lanyards
- SIZE: 100 x 85mm / 3.9" x 3.3" (L*W), ID Card Size: 95 x 60mm / 3.7" x 2.35" (L*W); Lanyards with swivel hook is up to 18" / 45cm long, lanyard is total 36" / 90cm long
- USE: Badge holder and lanyard necklace sets; for office, school, or social events
- MATERIAL: waterproof resealable plastic vinyl pouch is tear-resistant, keeps content safe and secure; braided necklace is light but strong
- OUR COMMITMENT: We take pride in delivering a quality product. If, within 30 days, you are unhappy for any reason, return your kit with no questions asked. We will give a full refund

Compare with similar items
 Report incorrect product information.

Similar item to consider

AmazonBasics Clear Name ID Badge Holder - Horizontal (Pack of 50)
 \$7.24 vprime
 ☆☆☆☆ (287)

DURABLE OFFICE PRODUCTS CORP.
 Organize Better in Red.
 Find the Right Key First.



Sprint 9:06 PM 12%

Home / Costco Business Center / Beverages / Water, Seltzer & Sparkling Water



\$4.59 FREE SAME-DAY DELIVERY

Nestlé Pure Life Purified Water

35 x 16.9 oz

- | + **Add to Cart**

Vistaprint Promotional Products Digital Products Corporate Pricing Reseller United States



Search

Help is here. My Account Cart

All Products Business Cards Marketing Materials Signage & Trade Shows Photo Gifts Invitations & Stationery Clothing & Bags Promotional Products Labels & Stickers Digital Marketing Design Services Deals

Home / Marketing Materials / Brochures



Brochures

☆☆☆☆ 4.2 2171 Reviews

Give customers the full story.

- 3 fold formats available
- 7 paper stocks & 6 sizes
- Choose a template or upload your own design
- Shipped pre-folded & ready to use
- Holders available on select sizes (see below)

Need a hand? Get help from a design expert.

Fold

Bi-fold Tri-fold

Z-fold

Stock

Standard glossy Standard matte

Standard uncoated Standard recycled

Premium glossy Premium matte

Premium uncoated

Unfolded Size

8.5" x 11"

Quantity 100

Add accessories

Brochure Holders 0 Starting at \$9.00

Price ~~\$198.94~~ \$139.24

Original Price (~~\$198.94~~ \$139.24) + Accessories (\$0.00)



Product Specifications Materials, bleeds, margins, etc.





**UNIVERSITY
STUDENT UNION**

Event Registration

ULSA Corporate Mixer 2020

Submitted By:



1/31/2020 11:29:20 AM

[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

Host Organization Name

What Organization/Department is hosting the event?

Hispanic Business Society

Event Name

ULSA Corporate Mixer 2020

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

80

About the event

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

This mixer is composed of a panel of exceptional professionals, lead by two workshops and a networking mixer. Students within CSULA will be able to speak with professionals, companies, and explore career opportunities.

Time & Location

Start Date/Time

02/29/2020 - 8:00 AM

End Date/Time

02/29/2020 - 2:00 PM

Where will the event take place?

On campus

On Campus Locations

Other (describe in address/location field)

Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
CSULA USU Theater Room 106A

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

[REDACTED]

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.

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 you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

Will a movie be shown at this event?

No

Will alcohol be served at this event?

Does your organization plan on serving alcohol at its 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 THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

Signature Pad Field

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

HBSCSULA

Which institutions have been invited to this event?

UCSB, UCI, UCR, SDSU, CSUF, CSULB, CSUDH, CPP, CSUSM, CSUSB, CSUN, UCLA

Who is invited to this event?

Student organization members

Other Colleges & Universities

Will off-campus media be notified about this event?

No

Tags

CONFERENCE/CONVENTION

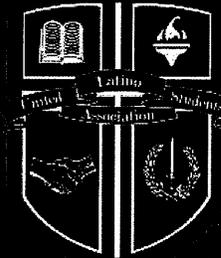
Cover Image

Please select an image that corresponds to your event.

ULSA

ASU

CORPORATE MIXER 2020



**CONNECT WITH AMAZING
PROFESSIONALS AND
EXPAND YOUR NETWORK!**

**Saturday,
February 29, 2020
8AM - 2PM**

**CSULA
USU Theater
Room 106A
Parking Lot C**

Event Details

Event Category

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

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



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

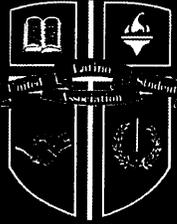
The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

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

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.



ULSA

CORPORATE MIXER 2020

CONNECT WITH AMAZING
PROFESSIONALS AND
EXPAND YOUR NETWORK!

SATURDAY, FEBRUARY 29, 2020

8AM - 2PM

CSULA , USU THEATER ROOM 106A

PARKING LOT C

SPONSORED BY:



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