

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: T.L. Perez

CLUB/ORG: Accounting Society
 EVENT TITLE: Accounting Society Spring Banquet
 DATE(S) OF EVENT: 4/24/2020 SEMESTER: SPRING
 EVENT LOCATION: University Student Union
 EXPECTED ATTENDANCE: 100
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 75

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

*Document Attached

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

*Document Attached

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
USU Catering	3,390.37		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Member Award Certificates (75)	100.00
		Guest Name Tags	100.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 3,590.37
 TOTAL REQUESTED FROM ASI 3,500.00
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 Membership Dues & Fundraising Amounts

OFFICE USE ONLY

STAFF INITIALS K.O

TIME STAMP:

20 FEB 27 4:53 PM



BRIEFLY DESCRIBE THE EVENT:

Accounting Society will be hosting our end of the semester banquet to award our members with certificates and special awards for their achievements. For this event we will also be inviting professionals and alumni to meet with the students to talk about their careers after graduation and learn how to grow their professional network.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Accounting Society is committed to exposing students to opportunities for networking and career development that will help prepare them for excellence in the field of accountancy. We believe that with core foundations of professionalism, integrity in business and collaboration this can be achieved. We want to encourage our members to interact with fellow students, instructors, alumni and the professional community.

Accounting Society prepares students for their business careers. Throughout the semester we organize LinkedIn Workshops, Mock Interviews, Resume Building and professional events where students are given the opportunity to practice their leadership skills and strengthen their communication skills. All of these workshops we prepare for them is to finally be ready to meet and network with the professionals we invite for our banquet. We will be inviting business and accounting professionals to the event so that students will get the opportunity to utilize what they learned from our events and finally get the chance to meet and network with professionals.

During the banquet, we will be highlighting the success of our student members, the goals we have achieved and honor our Accounting Department Chair and advisor for their constant support to our organization.



**UNIVERSITY
STUDENT UNION**

Event Registration

Accounting Society Spring Banquet

Submitted By [REDACTED] on 2/5/2020 3:33:50 PM

[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?

Accounting Society

Event Name

Accounting Society Spring Banquet

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.

75

About the event

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

We are hosting our end of the semester banquet to award our members with certificates for their achievements.

We will also be inviting professionals and alumni for a networking opportunity with the students after the awards are given.

Time & Location

Start Date/Time

04/24/2020 - 5:30 PM

End Date/Time

04/24/2020 - 9:00 PM

Where will the event take place?

On campus

On Campus Locations

University-Student Union Building

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. Los Angeles Room AB or Los Angeles Room BC (Banquet Setup)

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.

How do you plan on marketing this event?

Social Media

Email

Website

Social Media Site

Instagram

Social Media Handle

as.csula

Website URL for marketing

Requires http:// or https://

www.ascsula.com

Who is invited to this event?

Student organization members

Closed to Guest List

Will off-campus media be notified about this event?

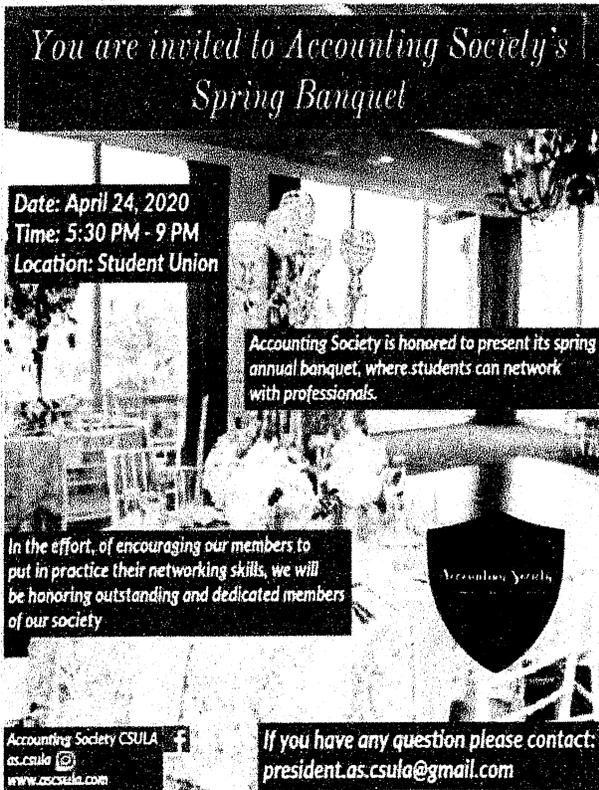
No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.



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.
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 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?

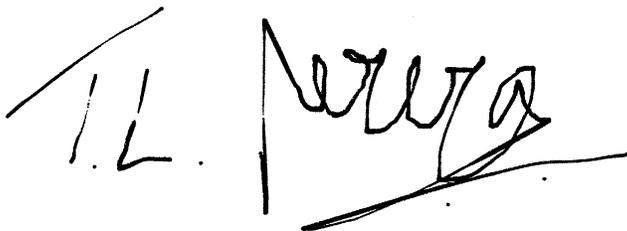
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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

A handwritten signature in black ink, appearing to read "T.L. Merya". The signature is written in a cursive style with a horizontal line underneath.

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.

- 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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application

Options

Hidden From Non-Members

Hidden From Non-Members

Notes

Event Notes

We are hosting our end of the semester banquet to award our members with certificates for their achievements. We will also be inviting professionals and alumni for a networking opportunity with the students after the awards are given to help build the student's professional skills.



Golden
Eagle
Hospitality

for: Event # E38605
on: Friday, April 24, 2020

Client/Organization Accounting Society	Event Date 4/24/2020 (Fri)	Booking Contact [REDACTED]	Event # E38605
Address 5154 State University	City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 100 (Act)
Party Name Accounting Society's Professional-Si	Sales Rep Amy Miers	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:45 pm	7:00 pm	Student Union	Banquet 8

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
(100) **Deliver to USU LA Room BC at 7:00PM**	Guest(s)	24.00	2,400.00	(2) Directional Signs	Each	20.00	40.00
(100) Disposables	Each	0.50	50.00	(1) Parking Lot Rental (Requesting Digital Permits)	Each	175.00	175.00
-Traditional Caesar Salad							
(90) -Sliced Tri-Tip w/ a Cabernet Sauce	Guest(s)						
(10) -Vegan/Vegetarian Option-Grilled Vegetable Tower over Rice Pilaf w/ a Balsmic Glaze	Guest(s)						
-Mashed Potatoes							
-Seasonal Vegetables							
-Homemade Bread & Butter							
Pink Lemonade, Iced Tea and Water Service							

Notes

Food Served: 7:00pm
Event End: 9:00pm

Customer providing their own cake

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,450.00	0.00	0.00	215.00	0.00	0.00	0.00	2,665.00
Service Charge	416.50	0.00	0.00	36.55	0.00	0.00	0.00	453.05
Taxes	272.32	0.00	0.00	0.00	0.00	0.00	0.00	272.32
Total	3,138.82	0.00	0.00	251.55	0.00	0.00	0.00	3,390.37

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

You are invited to Accounting Society's Spring Banquet

Date: April 24, 2020

Time: 5:30 PM - 9 PM

**Location: Student Union Los Angeles
B/C**

Accounting Society is honored to present its spring annual banquet, where students can network with professionals.

In the effort, of encouraging our members to put in practice their networking skills, we will be honoring outstanding and dedicated members of our society

Accounting Society

**If you have any question please contact:
president.as.csula@gmail.com**

ASI

ASSOCIATED STUDENTS, INC.

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