

**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 TITLE ADDRESS CITY PHONE SIGNATURE		CLUB/ORG: Master of Social Work Student Organization EVENT TITLE: MSW Recognition 2020 DATE(S) OF EVENT: 5/15/2020      SEMESTER: SPRING EVENT LOCATION: Golden Eagle Ballroom - USU EXPECTED ATTENDANCE: 400 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 130
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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 is recognition ceremony for students of the MSW program. Event includes guest speakers, photo opportunities, and recognition of students and faculty.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event promotes and recognizes the talents, experiences, and intellectual achievements of the student body. The event promotes the MSW program in the community and builds cohesiveness on campus.

**PART 4 - COST BREAKDOWN**

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
<b>HOSPITALITY</b>	Food (Golden Eagle Hospitality)	4,647.00	<b>HONORARIA / CONTRACTS</b>		
	Equipment (Golden Eagle Hospitality)	915.00			
	Service Charges (Golden Eagle Hospita	945.54			
	Tax (Golden Eagle Hospitality)	516.51			
<b>MARKETING</b>			<b>OTHER</b>		

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT      7,024.05  
 TOTAL REQUESTED FROM ASI      3,000.00  
 AMOUNT FROM OTHER SOURCES      4,024.05

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

MSWSO is utilizing remaining funds our on campus bank account and fundraising from food & merchandise sales.

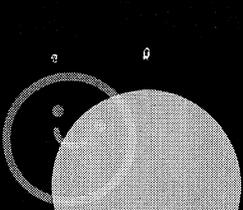
**OFFICE USE ONLY**

STAFF INITIALS

TIME STAMP: *sk*

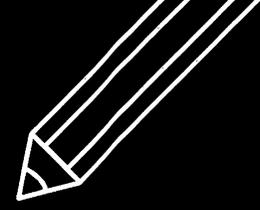
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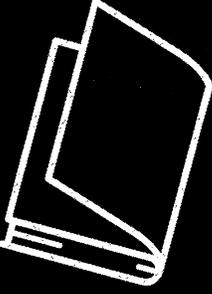
MSWSO

PRESENTS



# 2020 MSW Recognition Reception

Join us for an evening of  
recognition and  
celebration!!



Thursday May 15, 2020

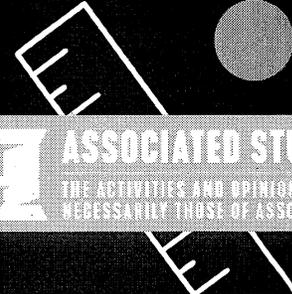
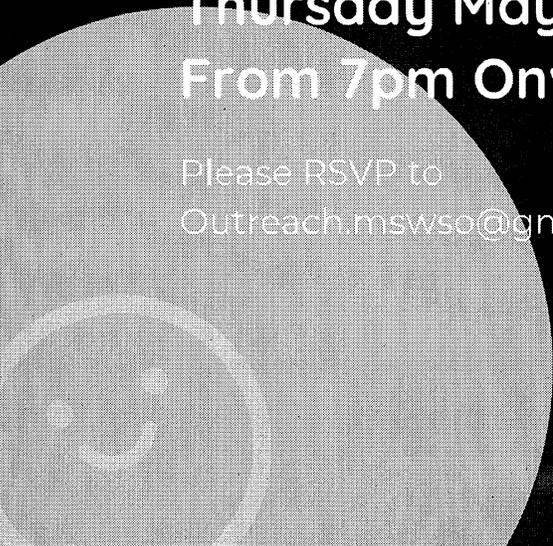
From 7pm Onwards

Please RSVP to  
[Outreach.mswso@gmail.com](mailto:Outreach.mswso@gmail.com)



**ASSOCIATED STUDENTS, INC.**

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





Golden  
Eagle  
Hospitality

for: Event # E37363  
on: Friday, May 15, 2020

Client/Organization MSWSO	Event Date 5/15/2020 (Fri)	Booking Contact [REDACTED]	Event # E37363
Address 5151 State University Dr		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Master of Social Work Recognition Ce	Sales Rep Amanda Tapia	Theme Social	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		7:00 pm	11:00 pm	Ballrm 1-2	Theater

#### Setup Notes

Set-up: 3:00pm  
Event Start: 4:00pm  
Event End: 8:00pm

### Food & Beverage

Food/Service Items	Unit	Price	Total
Food served on Patio served at 7:00pm			
(400) Disposables	Each	0.50	200.00
(60) -Cheeseburger Sliders	Dozen(s)	24.00	1,440.00
(5) -Eggplant Pesto Mozarella Sliders	Dozen(s)	24.00	120.00
(30) -Chicken Taquitos (Cut in Half) w/ Salsa	Dozen(s)	16.00	480.00
(12) Wrap Patters- PINWHEELS	Each	85.00	1,020.00
(3) -Turkey Club	Platter(s)		
(3) -Grilled Chicken Pesto	Platter(s)		
(3) -Chicken Salad	Platter(s)		
(1) -Caprese	Platter(s)		
(1) -Chipotle Black Bean (Vegan)	Platter(s)		
(1) -Roasted Vegetable (Vegan) -served with Baslamic Vinaigrette	Platter(s)		
(2) -Traditional Caesar Salad	Bowl(s)	115.00	230.00
(2) -Large-Mixed Green Salad w/ Lemon Vinaigrette	Bowl(s)	105.00	210.00
(3) -Large- Cheese and Cracker Platter	Each	115.00	345.00

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(1) Parking Rental (No Signage)	Each	225.00	225.00
(3) Check-in Table - set outside after B1 Door - blocking guests to get to food without checking in			
Patio Set-up:			
(12) Cocktail Table(s) with House Linen	Each	20.00	240.00
(15) Chairs- set along railing	Each		
(1) Food Station- set in middle of Patio			
*Ballroom set-up*			
**ENTRANCE THROUGH BALLROOM 2 ONLY**			
(1) Theater Seating for 400- FACING South	Each		
(1) Podium and Mic-centered on stage	Each	25.00	25.00
(1) Av Cart, projector and screen (Client to bring laptop)	Each	50.00	50.00
(2) Risers	Each	125.00	250.00
(1) Pipe and Drape - Set behind	Each	125.00	125.00

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

(16) -Assorted Brownie/Bars-Cut in Half	Dozen(s)	22.00	352.00	stage
(7) -Fresh-Brewed Coffee	Gallon(s)	25.00	175.00	
(3) Water Stations	Each	25.00	75.00	

**Notes**

Set-up: 6:00pm  
 Reception on Patio: 7:00pm - 8:00pm  
 Ballroom Ceremony: 8:00pm Event  
 End: 11:00pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	4,647.00	0.00	0.00	915.00	0.00	0.00	0.00	5,562.00
Service Charge	789.99	0.00	0.00	155.55	0.00	0.00	0.00	945.54
Taxes	516.51	0.00	0.00	0.00	0.00	0.00	0.00	516.51
<b>Total</b>	<b>5,953.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,070.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,024.05</b>

Subtotal	5,562.00	Paid	0.00
Tax	516.51	Balance	7,024.05
Service Charge	945.54		
<b>Total Value</b>	<b>7,024.05</b>		

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)



UNIVERSITY  
STUDENT UNION

Event Registration

## MSW Recognition Event

Submitted By [REDACTED] on 2/11/2020 12:41:47 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?

Master of Social Work Student Organization

### Event Name

MSW Recognition Event

### 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.

100

### About the event

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

MSWSO is hosting a recognition event to celebrate the completion of the MSW program. This event will include appetizers and a recognition/awards ceremony.

### Time & Location

#### Start Date/Time

05/15/2020 - 5:00 PM

#### End Date/Time

05/15/2020 - 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.

Golden Eagle Ballrooms

## 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?

Email

Who is invited to this event?

Student organization members

Cal State LA Community

Closed to Guest List

Will off-campus media be notified about this event?

No

Tags

CAMPUS SPIRIT

SOCIAL

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.  
Social 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?**

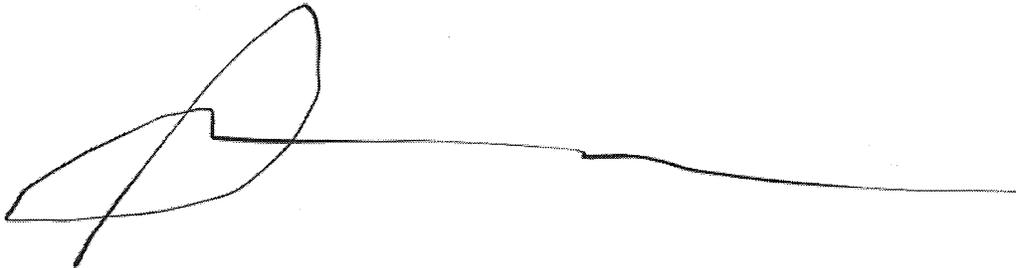
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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, consisting of a large, stylized initial 'S' followed by a long, horizontal line that tapers to the right.

**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