

ASI Associated Students, Inc.

Funding Request Form

2017-18

...For the Students, by the Students!

- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Organization

Club/Organization: ALPFA(Association of Latino Professionals for America)
 Event Title: Women's Leadership Panel
 Date(s) of Event: 5/5/18 Semester Select One...
 Location of Event: Student Union - Theater
 Expected Total Attendance: 70+
 Expected Attendance of Cal State LA Students: 70+

Event Description and Total Cost Breakdown

Briefly describe the event:

A panel of women who will be discussing the challenges they over came to become the successful leaders they are.

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

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

It gives students the opportunity to expand their network and it gives them career opportunities.

Hospitality

Description	Amount
Tacos	\$769.97

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$769.97

Amount Requested from A.S.I.: _____

Amount from other sources: _____

What other resources are you employing for this event?

For Office Use Only • Do Not Write Below

Important:

- (1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
- (2) *Additionally, 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.*

All forms must have a Time Stamp and staff initial: AM 18 APR 15 PM 5:31:22

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: Association of Latino Professionals For America PHONE: [REDACTED] DATE: 2/27/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: ALPHA EPSILON Women's Leadership Panel: Empowering and Inspiring our Future Leaders LOCATION: U-SU Theater
 EVENT DATE: 5/5/18 BEGIN TIME: 1:00 pm END TIME: 6:00 pm ESTIMATED ATTENDANCE: 100

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

<input type="checkbox"/> BENEFITS TO PROCEED	<input checked="" type="checkbox"/> EDUCATIONAL PROGRAM	<input type="checkbox"/> SPIRITUAL PROGRAM	<input type="checkbox"/> RECREATIONAL PROGRAM
<input type="checkbox"/> DANCE/PARTY	<input type="checkbox"/> SOCIAL PROGRAM	<input type="checkbox"/> COMMUNITY SERVICE	<input type="checkbox"/> CONFERENCE/CONVENTION
OTHER: <input checked="" type="checkbox"/>			

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

<input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION	<input type="checkbox"/> FOREST/PARK CLEAN-UP	<input type="checkbox"/> INTERNATIONAL TRAVEL
<input type="checkbox"/> BEACH CLEAN-UP	<input type="checkbox"/> INDOOR/OUTDOOR COOKING	<input type="checkbox"/> DOMESTIC TRAVEL
<input type="checkbox"/> BEACH BONFIRE		

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

A panel discussion ^{about} women empowerment. We will have guest speakers from firms who will discuss their journey and we will have Q & A.

WHO IS 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. I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION, PARTICIPATION 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) 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

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER:

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: PLEASE LIST 2 TIPS 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 and members may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact the Student Organization Center.

RECEIVED
FEB 28 2018

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 admission charge is \$10. The following proceeds will go towards funding for the ALPFA convention

PRESIDENT: [Redacted] SIGNATURE: [Signature] DATE: 2/27/18
 TREASURER: [Redacted] SIGNATURE: Diana Polking DATE: 2/27/18

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 to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA."
- 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: 2/27/18
 ADVISOR'S NAME: [Redacted] SIGNATURE: [Signature] DATE: 2/27/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 2/28/18
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY [Signature] DATE: 2/28/18
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT [Signature] DATE: 2/28/18
 GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____
 NOTIFICATIONS:
 PUBLIC AFFAIRS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: 4/4/18
 ATHLETICS DATE: _____
 FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:
 needs to meet re tickets - DJ



Women's Leadership Panel: Inspiring and Empowering Future Leaders



2:00PM - 5:00PM

USU Theatre

For more info contact
events.alpfa.csula@gmail.com

WWW.CSULAALPFA.ORG

 **CSULAALPFA**

 **ALPFA_CSULA**

 **Csula-alpha Familia**

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



Golden
Eagle
Hospitality

for: Event # E32898
on: Saturday, May 05, 2018

Client/Organization ALPFA CSULA		Event Date 5/5/2018 (Sat)	Booking Contact [REDACTED]	Event # E32898
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 70 (Act)
Party Name Women's Professional Panel Invitator	Sales Rep Amanda Tapia	Theme	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:30 pm	3:45 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to Outside			
USU-Theater for 3:45pm			
(70) Disposables (Cups, Napkins, Plates and Napkins)	Each	0.35	24.50
Taco Bar 3- Tacos per person***			
(1) 200-Pan (3/4) - Carne Asada	Each	125.00	125.00
(1) 200-Pan (3/4)- Pollo	Each	125.00	125.00
(1) 200-Pan (3/4)- Al Pastor	Each	125.00	125.00
(210) -Corn Tortillas	Each	0.35	73.50
(1) -Served with/ Cilantro/Onion mix, Cheese, Sour Cream & Salsa Roga	Each	40.00	40.00
(1) -Tortilla Chips and Guacamole (45ppl)	Each	40.00	40.00
(3) -Lemonade	Gallon(s)	16.00	48.00
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	601.00	0.00	0.00	0.00	0.00	0.00	0.00	601.00
Service Charge	102.17	0.00	0.00	0.00	0.00	0.00	0.00	102.17
Taxes	66.80	0.00	0.00	0.00	0.00	0.00	0.00	66.80
Total	769.97	0.00	0.00	0.00	0.00	0.00	0.00	769.97

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

[Signature] 4/18/18

Subtotal	601.00	Paid	0.00
Tax	66.80	Balance	769.97
Service Charge	102.17		
Total Value	769.97		

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)

 4/18/18