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# 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: Food Science & Tech. Association  
 Event Title: Banquet  
 Date(s) of Event: May 4th Semester Spring Select One  
 Location of Event: USU- LA Rm C  
 Expected Total Attendance: 35  
 Expected Attendance of Cal State LA Students: 30

### Event Description and Total Cost Breakdown

Briefly describe the event:

Food Science and Technology Association will be hosting our first annual end of the year banquet for the FS&T faculty and students. The banquet will recognize the achievements of students, include a guest speaker, and thank this years faculty.

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

How will this program enhance the Cal State LA experience?  
 Provide students on information and excite students for their future with the department.

### Hospitality

Description	Amount
UAS Catering	\$707.83

### Honoraria/Contracts

Description	Amount

### Marketing

Description	Amount
	\$0.00

### Other

Description	Amount
Linens	15

### Event Summary

Total Cost of Event: \$0.00  
 Amount Requested from A.S.I.: \$722.83  
 Amount from other sources: \_\_\_\_\_

What other resources are you employing for this event?

University Auxillary Services- Catering

### 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 13 PM 4:28:41

# 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: Food Science & Technology Club PHONE: [REDACTED] DATE: 1.2.18  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: Club Banquet LOCATION: LA room BC  
EVENT DATE: 5.4.18 BEGIN TIME: 7pm END TIME: 10pm ESTIMATED ATTENDANCE: 30

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

BENEFITS TO PROCEED	EDUCATIONAL PROGRAM	SPIRITUAL PROGRAM	RECREATIONAL PROGRAM
DANCE/PARTY	<u>SOCIAL PROGRAM</u>	COMMUNITY SERVICE	CONFERENCE/CONVENTION
OTHER:			

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 banquet to recognize the achievements of club members & to thank professors.

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.  NO, 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)  NO 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

If so, please affirm organization members and guests will not consume alcohol. PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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 or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED FYI  
11/3/18 CA  
Updated 08.18.17 Page 2 of 2

## 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.**

PRESIDENT:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

ADVISOR'S NAME

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED

### NOTIFICATIONS:

PUBLIC AFFAIRS DATE

ATHLETICS DATE

DEPT. OF PUBLIC SAFETY DATE

FACILITIES USE COORDINATOR DATE

### NOTES OR UPDATES:

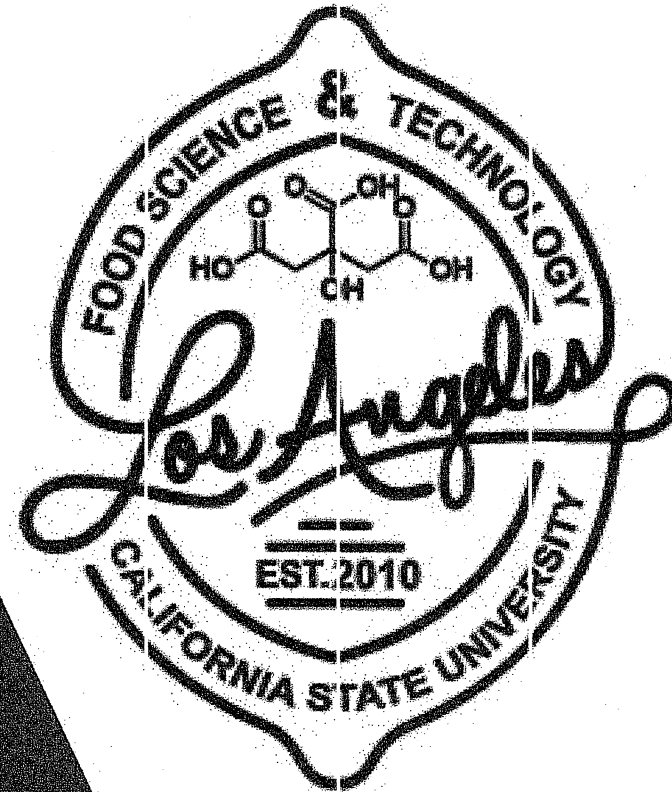
CSLA FST&A  
Presents  
First Annual End of  
The Year Banquet

Where: USU-LA C

When: May 4<sup>th</sup> 7-9pm

Dress code: Business Casual

Join us in celebrating a great year for the  
Food Science and Technology department.  
Food and refreshments will be provided.



Information and Event Services

5154 State University Drive

Room 107

Los Angeles CA 90032

323.343.2465 / 323.343.2454

COPY

**Sponsor**



Food Science And Technology Club at Cal State  
LA  
5154 State University Drive  
Los Angeles, CA 90032

**Reservation:** 11793

Event Name: Club Banquet  
Status: Confirmed  
Phone:   
Email Address:

**Bookings / Details**

**Quantity**

*Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.*

*Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.*

Met with Event Services: \_\_\_\_\_

Met with Media Services: \_\_\_\_\_

**Food Permit**

*For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.*

*For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.*

Will food be served?

YES

**Friday, May 4, 2018**

**7:00 PM - 9:30 PM Club Banquet (Confirmed) U-SU Los Angeles Room C - 308C**

Banquet for 30

Room Charge: 1

Event Services:

Los Angeles Room Round Table - 66" 3

Los Angeles Room Chairs 30

Media Services - Conference:

Multimedia Podium - Los Angeles C (MPLC) 1

*Laptop Presentation: VGA Video Connection*

*Laptop Presentation: 3.5 mm Sound Connection*

*Lectern Microphone: Podium Mic*

*Screen Options: Screen C*

*Laptop Display Adapters: HDMI*

*Laptop Display Adapters: MAC-Mini DisplayPort*



Golden  
Eagle  
Hospitality

for: Event # E32795  
on: Friday, May 04, 2018

Client/Organization Food Science and Technology Club		Event Date 5/4/2018 (Fri)	Booking Contact [REDACTED]	Event # E32795
Address 8162-05 PE 206		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 30 (Act)
Party Name Food Science and Technology Club E	Sales Rep Amy Miers	Theme		Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		7:15 pm	7:30 pm	Student Union	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
**Deliver to USU LA Room C at 7:30PM**			
(30) Disposables	Each	0.35	10.50
(30) Buffet Menu	Guest(s)	18.00	540.00
Mixed Green Salad with Ranch and Lemon-Vinaigrette			
-(25) Grilled Chicken w/ a lemon-Herb Sauce			
-(5) Pasta Primavera			
Rice Pilaf			
Green Beans Almandine			
Chef's Choice Dessert			
Iced Tea			
Water Service			

### Notes

Trying for ASI funding - AM 4/11/18

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	550.50	0.00	0.00	0.00	0.00	0.00	0.00	550.50
Service Charge	93.59	0.00	0.00	0.00	0.00	0.00	0.00	93.59
Taxes	61.19	0.00	0.00	0.00	0.00	0.00	0.00	61.19
Total	705.28	0.00	0.00	0.00	0.00	0.00	0.00	705.28

Subtotal	550.50	Paid	0.00
Tax	61.19	Balance	705.28
Service Charge	93.59		
Total Value	705.28		

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

E32795 - Food Science and Technology Club

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.

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