



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: Leadership Development Association
 Event Title: CSULA unplugged by the LDA
 Date(s) of Event: 4/30/18 Semester Select One... Spring
 Location of Event: Library South # 3 & 4
 Expected Total Attendance: 35
 Expected Attendance of Cal State LA Students: 35

Event Description and Total Cost Breakdown

Briefly describe the event:

Dinner networking panel discussion on how to get in to grad school, band will play

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

How will this program enhance the Cal State LA experience?:
encourage students towards grad school and looking to find more oppourtunity by the networking

Hospitality

| Description | Amount |
|-------------------|----------|
| Dinner <u>A-1</u> | \$919.23 |
| | |
| | |

Honoraria/Contracts

| Description | Amount |
|--|----------|
| Professional fees to develop our <u>we</u> <u>-A-2</u> <u>website</u> | \$600.00 |
| | |
| | |

Marketing

| Description | Amount |
|------------------------------|----------|
| Banners & Posters <u>A-3</u> | \$99.00 |
| lapel pin <u>A-4</u> | \$265.00 |
| teamwork pin <u>A-5</u> | \$55.60 |

Other

| Description | Amount |
|-------------|--------|
| | |
| | |
| | |

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$1,938.83
 Amount Requested from A.S.I.: _____
 Amount from other sources: _____
 What other resources are you employing for this event?

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:

[Signature]

18 APR 20 11:07:01

UPDATE



STUDENT ORGANIZATION EVENT REGISTRATION FORM

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: Leadership Development Association PHONE: [REDACTED] DATE: 16/4/18
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: CSULA unplugged by the LDA LOCATION: Library South #384
EVENT DATE: 04/30/2018 BEGIN TIME: 8 pm END TIME: 9 pm ESTIMATED ATTENDANCE: 35

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
- SOCIAL PROGRAM
- COMMUNITY SERVICE
- CONFERENCE/CONVENTION
- OTHER:

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

- SPORTS ACTIVITY OR COMPETITION
- FOREST/PARK CLEAN-UP
- INTERNATIONAL TRAVEL
- BEACH CLEAN-UP
- INDOOR/OUTDOOR COOKING
- DOMESTIC TRAVEL
- BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Dinner, networking, panel discussion on how to get in to grad school, band will play.

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 H.K.H A.R. 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 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.

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: [Redacted]
TREASURER: [Redacted]

SIGNATURE: [Signature] DATE: 16/April/18
SIGNATURE: [Signature] DATE: 16/April/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: 16 April 2018
ADVISOR'S NAME: [Redacted] SIGNATURE: [Signature] DATE: 16 April 2018

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 4/16/18
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:

Change of location [Signature]

RECEIVED APR 19 2018

mm@2:31



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY STUDENT UNION

EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2450 Fax (323) 343-2454

Requestor Information

Name of Sponsoring club/organization:

Reservation Contact Name*:

Phone number:

Email:

Event Contact**

Phone Number:

Email:

Faculty/Staff Advisor Name:

Email:

*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.

** The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

Event Information

| Date | Start Time | AM | PM | End Time | AM | PM |
|-----------|------------|----|----|----------|----|----|
| 8/7/18 pm | 8pm | | * | 9 | | * |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Preferred Location:

1st choice: 3.4 Library South 2nd choice: 1.2 library south

Initial H.K.H understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.

Purpose for tabling is to provide: General Information Food Sale/Distribution** Fundraiser**

If food will be distributed and/or sold, please describe: catering

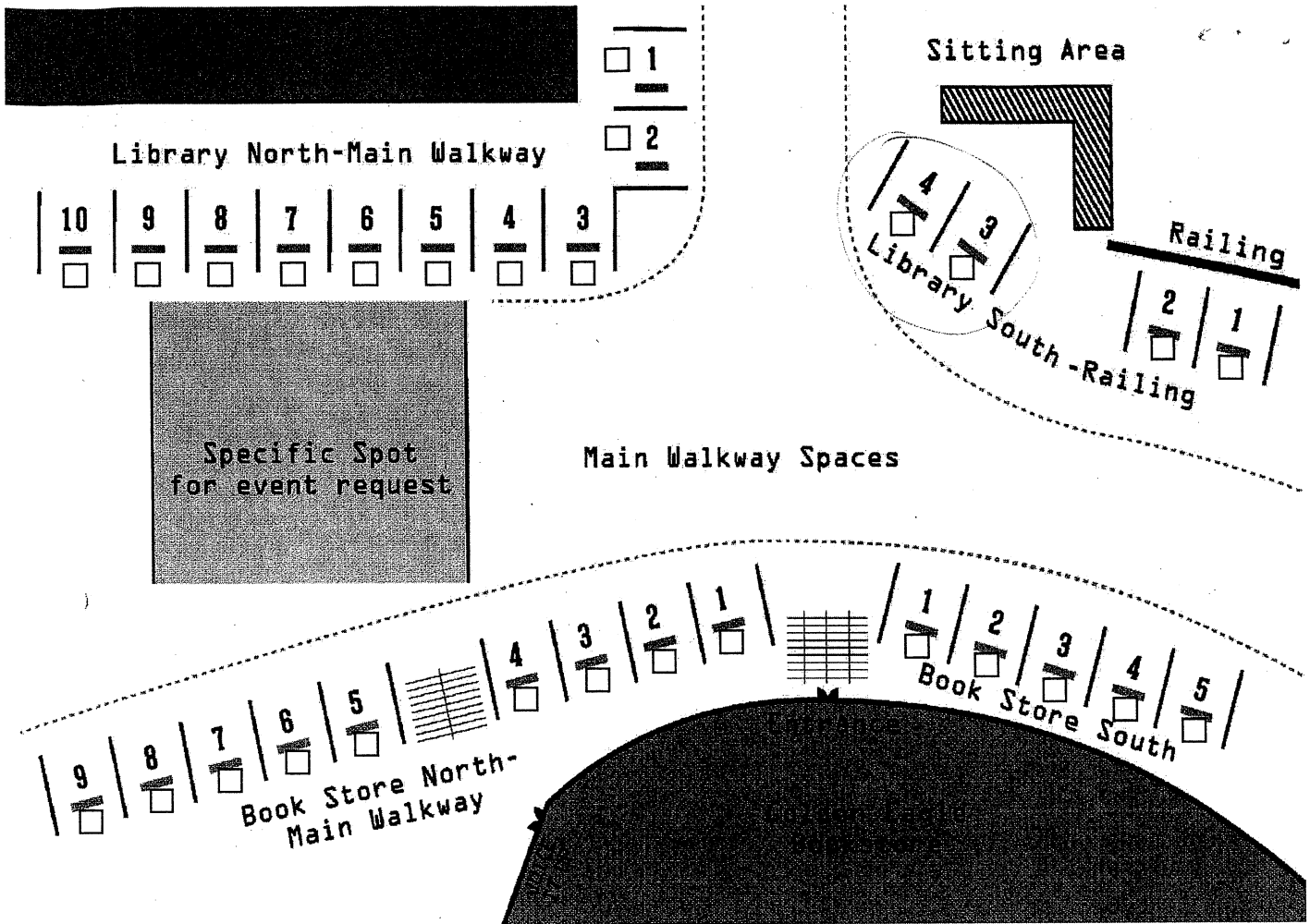
**A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed. Yes No If so, specify what type:

Requestor's Signature: [Signature] Date: April 19, 2018

For Office Use Only:

| Confirmation by the Administration and Finance Office | Initials: | Date: |
|---|-----------|-------|
| | | |
| | | |
| | | |



Reservation Agreement

H.K.B. I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: [REDACTED]

H.K.B. I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

H.K.B. I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

H.K.B. I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

H.K.B. I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

H.K.B. I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

H.K.B. I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.



for: Event # E32894
on: Monday, April 30, 2018

| | | | | |
|---|------------------------|---|-------------------------------|--------------------|
| Client/Organization Leadership Development Association | | Event Date 4/30/2018 (Mon) | Booking Contact [REDACTED] | Event # E32894 |
| Address 5154 State University Drive | | City, St/Prov Postal Los Angeles, CA 90032 | Booking Tel [REDACTED] | Guests 35 (Act) |
| Party Name Leadership Development Associator | 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 Student Union Stage (In Plaza) at 7:30PM** | | | |
| (35) Disposables | Each | 0.50 | 17.50 |
| (35) Option A - Buffet | Guest(s) | 20.00 | 700.00 |
| -Traditional Caesar Salad | | | |
| -(20) Beef Lasagna | | | |
| -(15) Grilled Veggie Lasagna | | | |
| -Green Beans Almandine | | | |
| -Garlic Bread | | | |
| -Chef's Choice Dessert | | | |
| -Pink Lemonade | | | |
| -Water Service | | | |

| | Food | Beverage | Liquor | Equipment | Labor | Room | Other | Total |
|----------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Subtotal | 717.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 717.50 |
| Service Charge | 121.98 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 121.98 |
| Taxes | 79.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 79.75 |
| Total | 919.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 919.23 |

| | | | |
|--------------------|---------------|---------|------------|
| Subtotal | 717.50 | Paid | 0.00 |
| Tax | 79.75 | Balance | 919.23 |
| Service Charge | 121.98 | | |
| Total Value | 919.23 | | A-1 |

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

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

Art4web

March 12, 2018

To: 

REF.: GRAPHIC DESIGN - HOURS

Working hours to graphic design solutions for internet project or printed projects on demand: website updates, digital flyers, business cards and logo design.

Investment: \$30/hour

Option 1: \$ 300 (10 hours)

Option 2: \$ 450 (15 hours)

Option 3: \$ 600 (20 hours + 3 free hours)

↓
A -2

About Us

Art4web is a digital agency established in Brazil since 1999, focused on digital marketing and internet solutions for global clients.

Know more about us and check our portfolio:

<http://art4web.com.br/eng/>



STAPLES

Cart

Search products

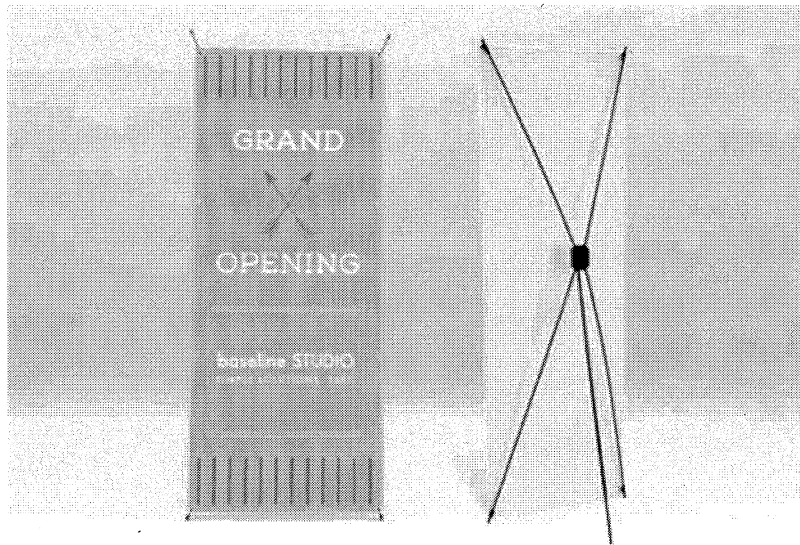
All Products ▾

Business Cards ▾

Signs, Banners & Posters ▾

Cards & Invitations ▾

Same-Day Pickup



[View Pricing Details](#)

Banner Stands

Banner Stands

Starting at

\$99.00 / set of 1

A-3

[Continue](#)

[ADD MATCHING PRODUCTS](#)

Product Pricing

STABLES and outdoor banners in 7 sizes come with multiple, personalized display options. Choose from 4 sturdy paper stocks for poster printing, plus options to mount or laminate. Add a durable lightweight, adjustable banner stand.

All Products ▾

Business Cards ▾

Signs, Banners & Posters ▾

Cards & Invitations ▾

Same-Day Pickup

QUANTITY

PRICE

1

\$99.00

IMPACTFUL

- Make your company and your message stand out
- Ideal for important events, shows and conventions
- Display company messages in the office lounge and boardroom

CONVENIENT

- Gets the job done with a minimal footprint so you aren't limited by space
- Lightweight and easy to assemble
- Comes with a travel tote to simplify your life
- Durable, easy to store and transport

VERSATILE

- Whether your ideas are big or small, our banner stands have you covered
- Adjustable to two personalized banner sizes: small (2' x 6') and large (3' x 6')
- Multifunctional and sleek



More Than Just Pins... Recognize, Inspire, Promote

Custom Quote Prepared for Argenis Ruvalcaba

Quote # PL4F60832

Hi Argenis

Thank you for taking the time to request a quote from PinMart.

****All colors will need to be solid colors, cannot do a gradient.****

The quote below is for a Cloisonné Hard Enamel lapel pin, our highest quality lapel pin.

The price includes up to four enamel color fills and your choice of metal plating color: gold, silver, black nickel or copper. (Plating is metal separation of design & outline of pin).

Turnaround time for artwork is 1 to 2 business days once requested.

Turnaround time for production is currently approximately 3-4 weeks after artwork is approved and order is placed. There is no charge for ground shipping to 1 location in the continental USA.

Rush Process available, Quick Ship Pins.

Please call or email me with any further questions at 847-232-8443 or Deanna.c@pinmart.net

I look forward to working with you.

Like this quote and want to proceed with a free art proof? Click the link below that states "If you would like to proceed with your offer..." and simply follow the instructions to request your proof!

| Quote For | Quantity | Price Each | Setup Price | Total Price |
|------------------|----------|------------|-------------|---------------|
| 3/4" - Cloisonne | 100 | \$2.65 | 0.00 | <u>265.00</u> |
| | | | | A-4 |

If you would like to proceed with your offer [click here](#).

A-4

**DIESTRUCK PINS
TEAMWORK PIN**

NEED HELP?
Chat Live Now



zoom

DESCRIPTION PACKAGING

Skillfully Molded And Carefully Hand Polished, Crown's Die Struck Pins Are Perfect For Any Presentation, Event, Or Scholastic Setting.

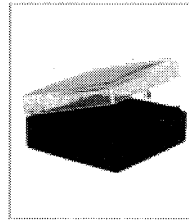
Finish: Gold

Total Size: 1"W x 1"H

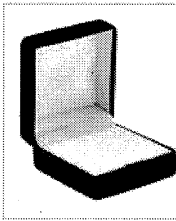
QUANTITY DISCOUNTS: BUY MORE SAVE MORE

| Item # | Size | 1 | 30 | 100 | 500 | 1000+ |
|--------|-----------|--------|------|------|------|-------|
| PNTW | 1"W x 1"H | \$1.49 | 1.39 | 1.29 | 1.09 | 0.99 |

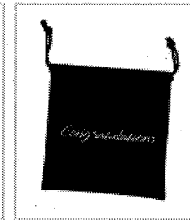
Step 1: Choose Gift Packaging
NO PRESENTATION CASE



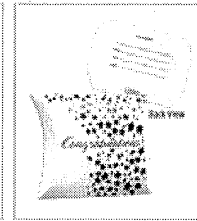
Add \$0.39



Add \$0.89



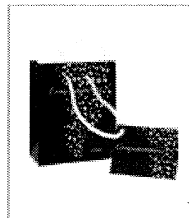
Add \$0.79



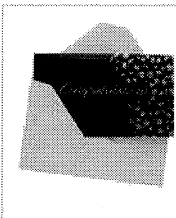
Add \$0.39

**NO
PRESENTATION
CASE**

Step 2: Need A Gift bag?
NO GIFT BAG



Add \$4.99



Add \$2.00

NO GIFT BAG

Quantity:

Total: \$55.60

A-5

ADD TO CART

A-5



ASSOCIATED STUDENTS, INC.

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

CSULA Unplugged

by Leadership Development Association

April 30th, 2018

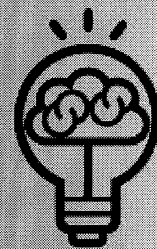
8-9 pm

FREE
ENTRY

- +Free Dinner
- +Live Music
- +Networking
- +Panel Discussion

Location:

Across the bookstore
in front of the library



LDA