



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: National Student Speech Language Hearing Association (NSSLHA)
Event Title: Final Meeting
Date(s) of Event: 5/3/18 Semester: SPRING
Location of Event: Student Union - Los Angeles Room
Expected Total Attendance: 100
Expected Attendance of Cal State LA Students: 10

Event Description and Total Cost Breakdown

Briefly describe the event:

This will be the last event of the school year. We will go over what to expect for the next year, and will be selling water bottles. We will also recognize graduating post-bacc students. Also we will go over what we are planning for next fall.

Is the event open to all Cal State LA students?: YES

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

This will be an overview of the school year and will help prepare the students for the next year. We prepare them with information regarding summer session, GRE preparations, graduate school apps, etc

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount
Water Bottles	\$312.00

Event Summary

Total Cost of Event: \$312.00
Amount Requested from A.S.I.: \$312.00
Amount from other sources: \$0.00
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 17 12:20:48

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: National Student Speech Language Hearing Association PHONE: [REDACTED] DATE: 11/17
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: NSSLHA - Building Awareness LOCATION: SU - LA Rooms ABC
 EVENT DATE: 10/5/18 BEGIN TIME: 5:30 END TIME: 8:30 ESTIMATED ATTENDANCE: 200

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: [REDACTED]

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):

Information is presented regarding different areas of focus within the field of Speech-Language Pathology. Guest speakers (practicing professionals: SLPs, SLPAs, AuDs) are invited.

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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? NO YES

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

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 [REDACTED] 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.

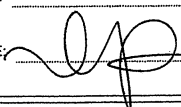
FYI
 dated 05/18/17

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.



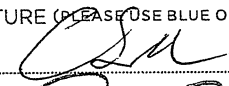
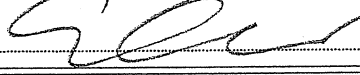
PRESIDENT: [REDACTED] SIGNATURE: _____ DATE: _____
TREASURER: [REDACTED] SIGNATURE:  DATE: 11/16/17

EVENT GUIDELINES

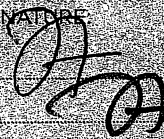
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of 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):  DATE: 11/16/17
ADVISOR'S NAME: [REDACTED] SIGNATURE:  DATE: 11/16/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 11-16-17
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT DATE: 11/16/17
GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____
NOTIFICATIONS:
 PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: 11/16/17 FACILITIES USE COORDINATOR DATE: _____
NOTES OR UPDATES:

C · S · U · L · A

Please join us for our
last meeting of the
semester!



When: May 3, 2018

Where: Los Angeles Room in
USU

Time: 6-7 pm
Check in begins @ 5:30!



N · S · S · L · H · A

Your Order

[Proceed to Checkout](#)

Design Name: "silver" | Screen Printing: 1 Color Front, 0 Color Back | Edit design

Our artists will carefully review your design to ensure a great print. Leave us any special instructions

17 oz. Shorty Aluminum Water Bottle



- 1.
 - o Color: Silver
 - o Edit quantity
 - o 65 Items
 - o \$4.80 each / \$312.00

Want to add another color or style?



Want to Mix & Match?



Extended Sizes Fashion Styles Volume Discounts

Call us at 877-878-9417 and we'll help you create the perfect combination.

Going back to the Design Lab will erase any changes you've made in the cart. Is this okay?

Yes, leave this page

No, stay on this page