# **Associated Students, Inc. Funding Request Form**

**Necessary Documents:** 

Li Event Flyer w/ A.S.I.	Log
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	CSI	Event	Rea.	Form
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Estimates / Food Permits
Event Estimates / Invoices

, -, -,		
Contact		
Officer Name:		
Officer Title:		
Address:		
City/State/Zip:		
Phone & Email:		
Officer Signature:		
	Event Descriptio	n an

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Club/Organization: Pre-Law Society

Event Title: 10th Anniversary Banquet

Date(s) of Event: May 4th 2018 Semester Spring

Location of Event: USU Los Angeles Room

Expected Total Attendance:

Expected Attendance of Cal State LA. Students:

60

# d Total Cost Breakdown

Briefly describe the event:

Our banguet is our year end celebration that invites our members and their families to demonstrate our appreciation to those that have helped our club in a night of fun, present our new board members, and give awards.

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

How will this program enhance the Cal State LA experience?: It shows appreciation to our members for their yearlong hard work in our club and encourages them to continue the club in the coming years.

# **Hospitality**

Description	Amount
Rincon Hondureno	\$800.00
Water	\$17.91
Sodas and Lemonade	\$23.88

# Honoraria/Contracts

Description	Amount
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	•

# Marketing

Description	l Amount		
-			

# Other

Description	Amount
Balloons & helium tank	\$96.93
Streamers & confetti	\$11.96
Utensils, cups, napkins, plates	\$34.65
Table cloth & vases	\$13.96

# **Event Summary**

\$999.29 **Total Cost of Event:** 

Amount Requested from A.S.I.:

\$999.29

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.
- 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:

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# STUDENT ORGANIZATION EVENT REGISTRATION FORM

purchase Special Event Insurance for a particular event, please contact CSI.





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: Pre-Law Sourchy PHONE: DATE: 215/18
EVENT CONTACT NAME: 10th in Annuars and Banqut EMAIL:
NAME OF EVENT:
EVENT DATE: 5/4/18 BEGIN TIME: 6:30P END TIME 9:30P ESTIMATED ATTENDANCE: 50
TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)  BENEFITS TO PROCEED
OTHER: Banquet
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):
We will be congratulating graduates who have been accepted to law school, announce the new officers, and thank everyone who has supported the
accepted to law school, announce the new officers,
and thank everyone who has supported the
socrety. Overall, celebrate the 10th anniversary of the Pre-law Socrety!
WHO IS INVITED (CHECK ALL THAT APPLY):  STAFF   PROPERTY 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 biweekly 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) \( \bigcup \text{NO} \) \( \bigcup \text{YES} \)
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: Lincon
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 TRAINE
If so, please affirm organization members and guests will not consume alcohol. 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? ME NO YES
Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or

215/18 CA

As officers of the benefit of	this recognized stude the organization as a ember or any private	whole. Further, it is affirme person. We also affirm that	LA, we affirm that all proceeds raised ed that no proceeds or assets of this or	or assets assigned will be used solely for ganizations will accrue to the benefit of a will comply with all University policies anization Funds Administration Policy.
Describe the	admission charge, r	egistration, participation	fee, or any proceeds that will be rais	sed to benefit the organization.
3+d are PRESIDENT:	guest of r free 10th	The second secon	sfor any of these proceeds.  be charged 10 B.  gud after that for  SIGNATURE:	each guest.  DATE: 1-25-18
TREASURER	0			A. C.
EVENT G	UIDELINES			and the Callege
to comply wi	ith any of the followin events and use of faci	ng guidelines may result in c ilities. More information can	tudent organization. They are intended disciplinary action taken against the o n be found online in the Student Organ	nization Including suspension of nization Handbook.
CONDUCT:	the participants and/	or the organization to discipli	inary action by the Center for Student In	
ALCOHOL:	consumption of alcosubmit a Request to 3 weeks for this for alcohol is available entire event. Addit	oholic beverages requires of Serve Alcoholic Beverage of Serve Alcoholic Beverage of the Ulipper of the Ulipper of the Will not be consumed ional guidelines may be en		ur organization must complete and stration Form. Please allow at least of the strate of the in attendance of the
PUBLICITY:	of this organization	do not necessarily reflect	those of the students, staff, faculty, o	
GENERAL RELEASE:	If your event will red organization is requ requested documen	iired to comply with all inst	ease waivers prior to organization me cructions provided by CSI, including s	ember and guest participation, your ubmitting all completed forms and
FOLLOW AL	L GUIDELINES SET FOF	RTH BY THE UNIVERSITY. I AC ON BASED ON MY ORGANIZAT	IBILITY TO ENSURE THAT THE EVENT WHEN CHOOSE THAT THIS EVENT AND AN THOM'S RECOGNITION STATUS.  GNATURE (PLEASE USE BLUE OR BLACK II	IICH MY ORGANIZATION IS SPONSORING WILL NY ASSOCIATED EVENT SPACE RESERVATIONS  NK ONLY)  DATE:  1/72/18  1/1/18
CENTER CSI VERIF ASSISTA	FOR STUDENT INV LES THE ORG. IS RECO INT DEAN OF STUDE	OLVEMENT (U-SU 204) GNIZED BY THE UNIVERSITY ENTS: WELLNESS & ENGA	SIGNATURE:	DNLY miniminiminiminiminiminiminiminiminimin
GENERA	L RELEASE REQUIRE	D FOR ALL PARTICIPANTS	7 NO YES DATE REQUIRE	U
NOTIFI	CATIONS:			DATE:
	BLIC AFFAIRS PT. OF PUBLIC SAFETY	DATE:	ATHLETICS	

NOTES OR UPDATES:

# CALIFORNIA STATE UNIVERSITY, LOS ANGELES TEMPORARY FOOD FACILITY PERMIT

Print Form Clear Form

Date of Event: Estimated Attendance:
Name of Event: 10th Jr Anniversary Banquet
Type of Event: Banquet Location: LA ROOM AB
Sponsoring Organization: Pre-law Socrety
Authorized Representative: Phone: Phone: Fax: Fax: Fax: Fax: Fax: Fax: Fax: Fax
Time: Ringry Handereit
Access Time: 2 3 a.m./p.fm to a.m./p.fm
Event Time:a.m./p.m. toa.m./p.m.
Type of Food Service:  (Provide caterer's complete name and address in space
Bake Sale Snacks Food Sale Catering above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)
Barbecue Other (describe below)
Describe Other:
List <u>all</u> food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Hordor rice cinel chicken (conions, 5) oldows,
auntika, zarsley, salt, pepper, chicken, dive oil) Hordoran vegetarian
Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Rincon Hongovero
List all beverages to be sold/served:
Where will beverages be prepared or purchased? Rincon Hordwerto will provide water, cote,
Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Alguary
food pains and cooler w/ lock lied for drinks.
Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.
<u>Insurance</u> : (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.
No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.
the -
1. Signature of Sponsoring Organization-Chairperson  Authorized Representative to be present at event
4 li Harri
2. Center for Student Involvement (UU 204) (Student Organizations Only)  Date
1.1.18 2.1.18
3 University Auxiliary Services, Inc. (Golden Eagle Bldg 314)  Date
18-112 2/2/18
Date Permit No. / Date
Revised 05/2012





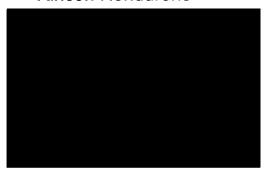
# Pre-Law Society presents: 10th Anniversary Banquet!

When: May 4th

Where: USU Los Angeles room AB

**Time**: 7-9pm

# Rincon Hondureno



Pre-law Society 5151 State University Drive Los Angeles, CA 90032 April 4, 2018

We hope that you will find this menu for your "Annual Banquet" event on May 4th 2018, held at 5151 State University Dr, Los Angeles, CA 90032 is what you envisioned. We look forward to providing all 60 guests with an enjoyable and unforgettable taste of Honduras.

- Lemon pepper boneless chicken (platter)
- Garden salad (half-platter)
- Grilled veggies (half-platter)
- Rice (platter)

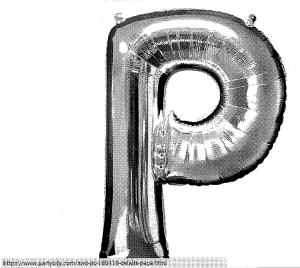
Total Charge: \$800.00

Delivery fee: Waived

# Party City - \$9.99 (-10% discount if helium tank is purchased) = \$29.97







# Giant Gold Letter P Balloon

24in x 32in Foil Balloon | SKU: 686255

Save 10% off balloons with purchase of a helium tank

# Price:\$9.99

A Glant Gold Letter P Balloon is perfect for adding a personalized teach by your next event! Combine this gold letter balloon with other letters for a custom tressage at a graduation, birthday, baby shower, or wedding. The metallic finish of this foil balloon makes for an eye-catching deciration. Gold letter balloons also make a trendy photo booth background of your event. Giant Gold Letter P Balloon product details:

- 24in wide x 82in tall
   Foli
- Self-sealing
   Reusable

Balloons arrive uninitated. Hellum inflation available at Party City stores. No additional cost. Show of receipt requires, No maximum quanity. Always dispose of balloons properly. De oot release balloons into air.

California residents will be required to purchase a balloon weight with any toli balloon inflation at Party City stores if they do not already have one

Color:

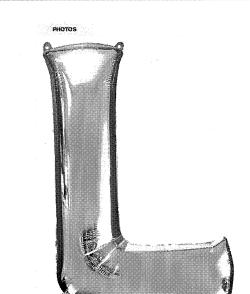






Shipping Available

✓ In-Store Pickup <u>Check Stock</u> ()



😩 🕯 Secure | https://www.partycity.com/giant-gold-letter-ballgon-686247.html?srart=12&cgid=gold-letter-ballgons

🎒 Home - Cal State LA 🐧 Netflix 📦 Yahoo 🔘 Watch Bob's Burger: 🖺 Sign in to your accor 🗘 Chase Bank - Credit 💹 billinighway 🔢 Honda Online Accou. 🐌 Pandora 🖺

# Giant Gold Letter L Balloon

23in x 32in Foil Balloon | SKU: 686247

Save 10% off balloons with purchase of a helium tank

## Price:\$9.99

A Giant Gold Letter L Balloon is perfect for adding a personalized touch to your next event. Combine this gold letter balloon with other letters for a custom message at a graduation, birthday, baby shower, or wedding. The metallic finish of this foll balloon makes for an eye-catching. decoration. Gold letter balloons also make a trendy photo booth background at your event.

Glant Gold Letter L Balloon product details:

- 23in wide x 32in tall
- Foil
- Self-sealing
- Rausable

Balloons arrive unidfated. Helium inflation available at Party City steres. No additional cost. Show of receipt required. No maximum quantity. Always dispose of bullatins property. Do not release balloons into air.

California residents will be required to purchase a balloon weight with any foil balloon inflation at Party City stores if they do not already have one.

Secure https://www.partycity.com/gient-gold-letter-e-balloon-686261.html?ogid=gold-letter-balloons&start=1

🎒 Home-Cal State LA 🥻 Netflix 🖼 Yahoo 🧿 Watch Bob's Burgero 🏗 Sign in to your acco 🐧 Chase Bank-Credit 📝 billhighway 😥 Honda Online Acco. 🕊 Pandora

Shipping Available

✓ In-Store Pickup <u>Chec</u>

Qty 1





# Giant Gold Letter S Balloon

21in x 35in Foil Balloon | SKU: 686261

Save 10% off balloons with purchase of a helium tank

# Price:\$9.99

A Glant Gold Letter S Basioon is perfect for adding a personalized trach to your next eventi Combine this gold letier balloon with other letters for a custom message at a graduation, birthday, buby shower, or wedding. The metallic finish of this foll balloon makes for an eye-calching decoration. Gold letter balloons also make a trendy photo booth background at your event.

Giant Gold Letter S Balloon product details:

- Zlás wide x 35in tali
- Self-sewing
- Reusable

Sallouns arrive uninflated. Helium inflation dvallable at Party City stores. No additional cost, Show of receipt required. No maximum quantity. Always dispose of balloons properly. Do not release balloons into air.

California residents will be required to purchase a balloon weight with any foil baileon inflation at Party City stores if they do not already have one.

# Color:



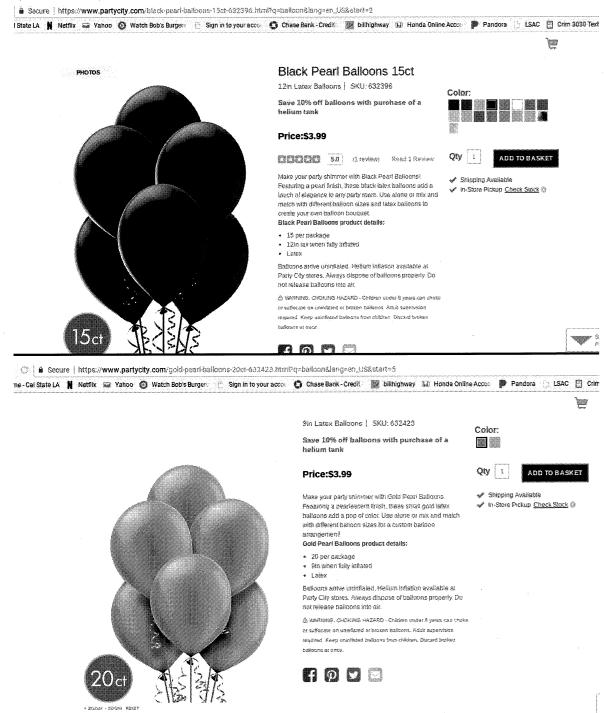
W Out Of Stock

✓ In-Store Pickup Check Stock ⊕

LSAC [

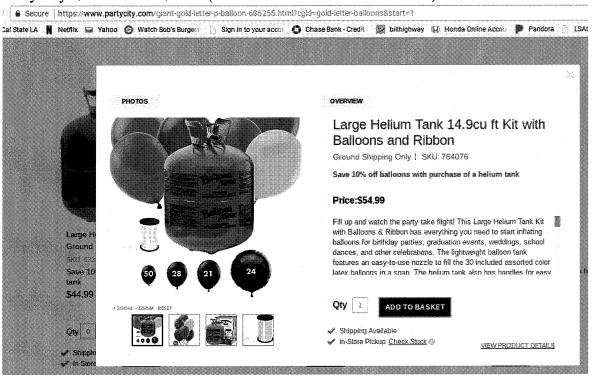
# Regular Balloons

 $3.99e \times 3 = 11.97$ 

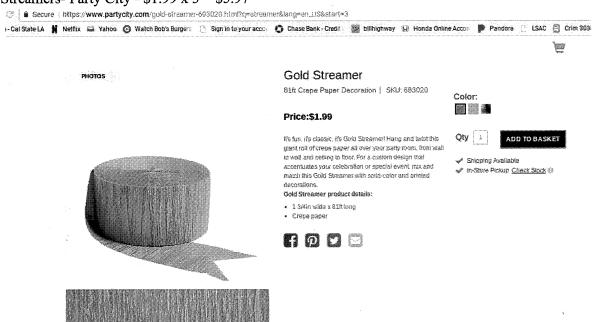


# Helium Tank-

# Party City- \$54.99 1 ct. = \$54.99 (Also includes ribbon which we need)



# Streamers- Party City - $1.99 \times 3 = 5.97$



# Water Bottles- Ralphs Store (12 ct)x 9 - 1.99/e pack = 17.91



What are you looking for today?

Shopping at N Monterey Park 🗸

Shop Departments ✓

Savings & Rewards V

Our Brands  $\vee$ 

Recipes & Ideas ✓ Pharmacy & Wellness ✓

Home > Search: water bottles > Kroger Purified Drinking Water



# **Kroger Purified Drinking Water**

12 bottles / 16.9 fl oz UPC:0001111049212

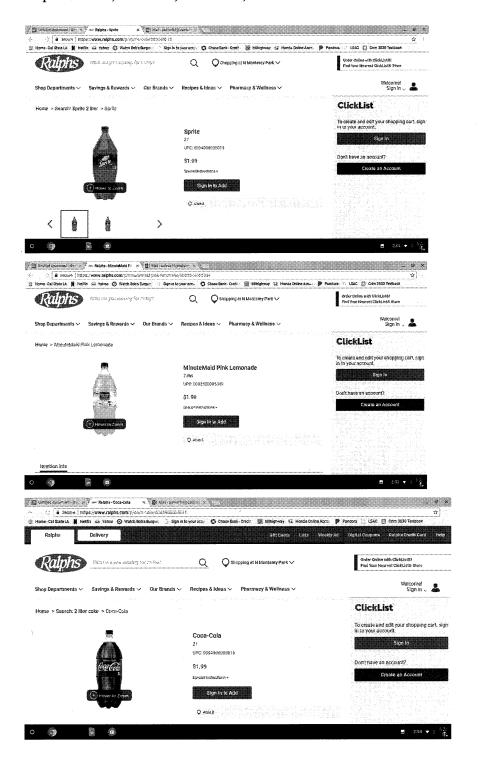
\$1.99

Special Instructions +

Sign In to Add

# Soft Drinks

Ralphs \$1.99e, 4 of each, 12 in total, at \$1.99 = \$23.88



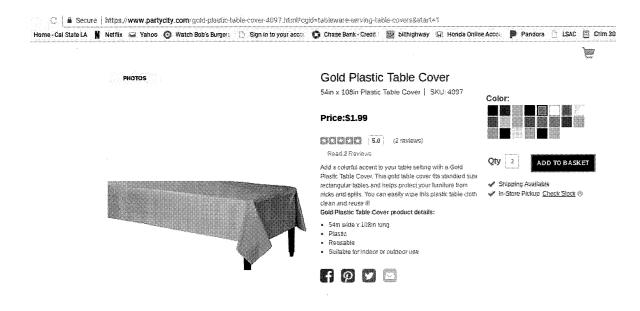
# Utensils/Cups/Napkins \$.99 Only Store

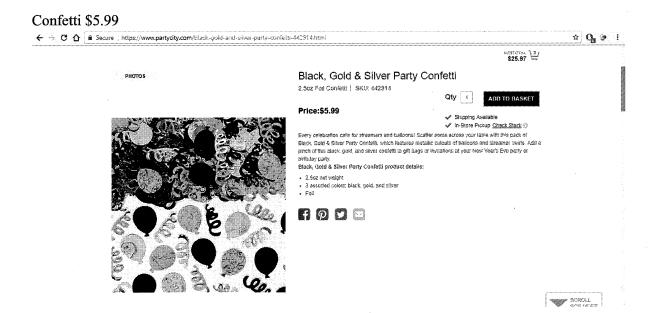


Plates: 8 ct. each (x10) = \$9.90Cups: 8 ct. Each (x10) = \$9.90Napkins: 8 ct. Each (x10) = \$9.90

Utensils (Forks, Spoons, Knives) 24 ct. Each (x5) = \$4.95

# Table Cloth 1.99 e/ (x4) = 7.96







Actual Total: \$199.29