



# Associated Students, Inc. Funding Request Form 2014-15

- Necessary Documents:**
- Event Flyer w/ A.S.I. logo
  - CSI Event Reg. Form
  - Food Permit(s)
  - Estimates & Quotes

**Contact**

Officer Name: Richie Silva

Officer Title: Philanthropy Chairman

Address: 2611 W Ramona Rd

City/State/Zip: Alhambra, CA, 91803

Phone & Email: 760 235 9415, richie.silva@yahoo.com

Officer Signature: \_\_\_\_\_

**Organization**

Club/Organization: Sigma Nu

Event Title: Nu Games St. Judes Banquet

Date(s) of Event: February 20, 2015

Location of Event: Los Angeles Rooms

Expected Total Attendance: 150

Expected Attendance of Cal State L.A. Students: 150

**Event Description and Total Cost Breakdown**

Briefly describe the event:

To raise awareness of St. Judes Medical Center's efforts, this philanthropic event will raise funds for the center. We will have a guest speaker attend to talk about St. Judes and the awards ceremony would be held for supporting organizations.

Is the event open to all Cal State L.A. students?

How will this program enhance the Cal State L.A. experience?

Students will learn about the efforts of St. Judes

**Hospitality**

Description	Amount
UAS Catering	\$3,127.68

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount

**Event Summary**

Total Cost of Event: \$3,127.68

Amount Requested from A.S.I.: \$3,127.68

Amount from other sources: \$127.68

What other resources are you employing for this event?

Chapter Funds

**For Office Use Only • Do Not Write Below**

**Approved Amounts**

Hospitality: \_\_\_\_\_

Honoraria/Contracts: \_\_\_\_\_

Marketing: \_\_\_\_\_

Other: \_\_\_\_\_

USU: \_\_\_\_\_

Total: \_\_\_\_\_

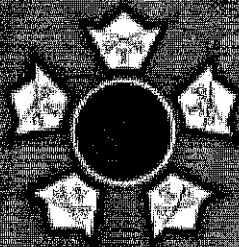
Proposal Number: \_\_\_\_\_ Recognized?: \_\_\_\_\_

RPP Deadline: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Funds Expire: \_\_\_\_\_  BOD /  Finance

Account: \_\_\_\_\_

**Important:** (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance 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.



# SIGMA NU

## GAMES

- |                         |   |
|-------------------------|---|
| FEBRUARY -<br><b>16</b> | DECORATING DAY<br><small>201 W. Randolph<br/>Alhambra, Calif.</small> |
| FEBRUARY -<br><b>17</b> | SPORTS DAY<br><small>Colony Room</small>                              |
| FEBRUARY -<br><b>18</b> | TALENT SHOW<br><small>200 Room<br/>1000-1030 P.M.</small>             |
| FEBRUARY -<br><b>19</b> | GREEK FAIR<br><small>100 W. 10th St. Room 100</small>                 |
| FEBRUARY -<br><b>20</b> | SEMI FORMAL<br><small>L.A. Room @ 100</small>                         |

ASi



# ORGANIZATION REGISTRATION FORM

COMPLETED



Must be submitted 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form is submitted. Information may be distributed or posted on websites until this form has been submitted for off campus events or until the registration process has been completed for on campus events. Signatures must be completed in blue or black ink.

~~Sigma Phi Fraternity Inc.~~ *Sigma Nu Fraternity*

PHONE: 7602359415

DATE: 1/2/2015

CONTACT: Richie Silva

EMAIL: richie.silva@yahoo.com

Event: Formal Nu Games

LOCATION: LA ROOMS

*2/20/15*

BEGIN TIME: 7pm

END TIME: 10pm

ESTIMATED ATTENDANCE: 200

(UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

EDUCATIONAL PROGRAM

SPIRITUAL PROGRAM

RECREATIONAL PROGRAM

SOCIAL PROGRAM

COMMUNITY SERVICE

CONFERENCE/CONVENTION

*Philanthropic*

TYPE EVENT

*To raise awareness of St. Jude Medical Center, this philanthropic event will have games and a formal dinner to raise funds for the center. We will have a guest speaker who will be presented at the end of the Nu games to talk about St. Jude's while dinner is served. Award ceremony will be held for supportive organizations.*

(CHECK ALL THAT APPLY):

*organizers*

MEMBERS

CAL STATE L.A. COMMUNITY

OTHER COLLEGES & UNIV.

GENERAL PUBLIC

GUEST LIST

Will the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a calendar by the Center for Student Involvement.  NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

DOES YOUR EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?

(Please attach a statement regarding cash transactions on the back of this form)  NO  YES, HOW MUCH? 10 presale 15 at door

DOES YOUR EVENT HAVE A COVER CHARGE?  NO  YES (If yes, please attach written proof of viewing rights.)

DOES YOUR EVENT HAVE A SECURITY CHARGE?  NO  YES If yes, please explain

WILL THERE BE ALCOHOL SERVED AT THE EVENT?  NO  YES

WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING  OTHER:

A food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL THERE BE ALCOHOL 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.)

IS YOUR EVENT BEING HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?  NO  YES Initials: \_\_\_\_\_  
If so, please affirm organization members and guests will not consume alcohol.

DOES YOUR EVENT WANT TO BE COVERED BY MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?  NO  YES

DOES YOUR ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?  NO  YES

Student organization events are not covered for liability or other insurance by California State University, Los Angeles or the Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase insurance for a particular event, please contact CSI.

THIS FORM INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS REGISTERING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.

REGISTERER'S NAME

*Angel Sanchez*

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

*[Handwritten signature]*

DATE:

*1/2/15*

*1/9/15*

*Micha*

*Jessy Solis*

RECEIVED

### STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Sigma Nu Fraternity, Inc. at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc.)

Tickets will be sold \$10 Pre-Sale or \$15 at the door. all tickets will be printed with serial numbers and only one member will *disburse tickets and one member and treasurer will collect money. All proceeds will go to Sr. Jude's*

PRESIDENT: *Michael B. Lopez*

SIGNATURE: *[Signature]*

TREASURER: *Rafael Rizo*

SIGNATURE: *[Signature]*

### EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed to comply with any of the following guidelines may result in disciplinary action taken against the organization's recognition, events and use of facilities.

**CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation subject the participants and/or the organization to disciplinary action by the Center for Student Involvement.

**ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement allow at least 3 weeks for this form to be reviewed by the University.

**PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the organization and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the staff, faculty, or administration of Cal State L.A."

### ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)  
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

SIGNATURE: *[Signature]*

*1/5/15*  
*1/2/15*

CENTER FOR STUDENT INVOLVEMENT DIRECTOR:

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED:

#### NOTIFICATIONS:

PUBLIC AFFAIRS DATE:  ATHLETICS DATE:  
 DEPT. OF PUBLIC SAFETY DATE: *1/13 1/5/15*  FACILITIES USE COORDINATOR DATE:

VICE PRESIDENT FOR STUDENT AFFAIRS OR DESIGNEE

#### NOTES OR UPDATES:

*e-mailed Richie. Description hard to read. Please continue event details. (JCD)*

**Celaya Davis, Jennifer**

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**From:** Celaya Davis, Jennifer  
**Sent:** Thursday, January 15, 2015 9:03 AM  
**To:** 'Ricardo Silva'  
**Subject:** RE: Semi Formal Nu Games

Richie,

Thank you for sending me this update. I am sorry to hear that you have been so ill. I hope that you are feeling much better now. Please keep in mind all the deadlines as you continue to register all your events for Sigma Nu Games. Those deadlines can sneak up on people who are as busy as you. Have a great rest of your week & let me know if you need anything.

Jennifer

Jennifer Celaya Davis  
Director, Center for Student Involvement  
California State University, Los Angeles  
(323) 343-5708 | [jcelaya@cslanet.calstatela.edu](mailto:jcelaya@cslanet.calstatela.edu)

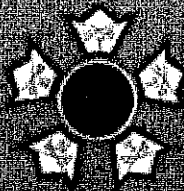
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**From:** Ricardo Silva [<mailto:richies93@sbcglobal.net>]  
**Sent:** Tuesday, January 13, 2015 3:22 PM  
**To:** Celaya Davis, Jennifer  
**Subject:** Re: Semi Formal Nu Games

Hey Jennifer,

Sorry for the delay, I've been very sick and in bed and have not had time to do my work correctly. The reason I only put in paperwork for the Semi Formal was because I need to do a lot more paperwork to request funding from ASI for the meals. The paperwork just says that I will charge \$10-20 for a plate, and most proceeds will go to St. Judes and some appreciation awards will be handed out. The appreciation awards are for the end of the Nu Games, but I did not add Nu Games because of the fact that I did not turn in that paperwork yet. I have attached a sample flyer i just finished making, and this week all of my paperwork should be turned into ASI. Me and German are planning on sitting down to fill everything out.. I also will contact all sororities this week to see if they can participate in my "Philanthropy Event". Exciting that it's coming closer.

Thank you,  
Richie



# SIGMA NU

## NU GAMES

FEBRUARY - DECORATING DAY

16

FEBRUARY - SPORTS DAY

17

FEBRUARY - TALENT SHOW

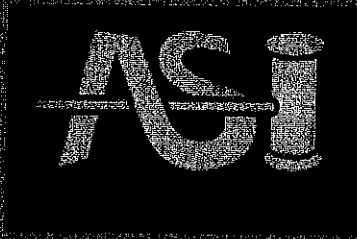
18

FEBRUARY - GREEK FAIR

19

FEBRUARY - SEMI FORMAL

20



On Jan 12, 2015, at 10:35 AM, Celaya Davis, Jennifer <[JCelaya@cslanet.calstatela.edu](mailto:JCelaya@cslanet.calstatela.edu)> wrote:

Hi Richie,

Just checking in regarding my question last week. Please advise. Thank you.

Jennifer

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**From:** Celaya Davis, Jennifer  
**Sent:** Wednesday, January 07, 2015 1:37 PM  
**To:** 'richie.silva@yahoo.com'  
**Subject:** Semi Formal Nu Games

Hi Richie,

Thank you for registering the Sigma Nu event on February 20. The description is difficult to read as some things were crossed out. Can you please e-mail me the description of what will occur at this event in the LA room on February 20? Are people bringing donations to that event or are you collecting money at the door? Thank you.H

Jennifer



Golden  
Eagle  
Hospitality

California State University, Los Angeles  
5151 State University Drive, Los Angeles, CA 90032  
Phone: (323) 343-6770 - Fax: (323) 343-6771  
Banquet Event Order

for: Event # E22569  
on: Friday, February 20, 2015

Client/Organization Sigma Nu	Event Date 2/20/2015 (Fri)	Booking Contact Ricardo Silva	Event # E22569
Address		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (760) 235-9415
Party Name Sigma Nu	Sales Rep Bonnie Butcher	Theme Delivery	Category

Venue				
Description	Type	Start	End	
		6:15 pm	9:00 pm	
				Banquet Room Student Union
				Setup Style Delivery

Food & Beverage				
Food/Service Items	Unit	Price	Total	
Delivery to USU - LA Rooms at 6:30 PM				
(150) Disposables	Each	0.35	52.50	
(120) Option A - Buffet	Guest(s)	20.00	2,400.00	
-Traditional Caesar Salad				
-Grilled Sliced Chicken with BBQ Sauce				
-Mashed Potatoes				
-Sauteed Vegetables				
-Chocolate Ganache				
-Homemade Bread and Butter				
-Iced Tea				
-Water Service				

**Notes**

\* to get ASI Funding

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,452.50	0.00	0.00	0.00	0.00	0.00	0.00	2,452.50
Service Charge	416.93	0.00	0.00	0.00	0.00	0.00	0.00	416.93
Taxes	258.25	0.00	0.00	0.00	0.00	0.00	0.00	258.25
<b>Total</b>	<b>3,127.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,127.68</b>

Subtotal	2,452.50	Paid	0.00
Tax	258.25	Balance	3,127.68
Service Charge	416.93		
<b>Total Value</b>	<b>3,127.68</b>		

By signing this document, you are authorizing UAS to deduct payment from the above charge account once service is rendered. This

*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 9.00% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.*

Account # \_\_\_\_\_  
Fund # \_\_\_\_\_  
Dept # \_\_\_\_\_  
Proj. ID # \_\_\_\_\_  
PO # \_\_\_\_\_

Authorized Signature & Date: \_\_\_\_\_

GEH Signature & Date: \_\_\_\_\_