



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: Courtney Bassler

Officer Title: Treasurer

Address: 6706 Noble Ave

City/State/Zip: Van Nuys, CA 91405

Phone & Email: courtney.bassler@gmail.com | 818-298-6275

Officer Signature: *Courtney Bassler*

Organization

Club/Organization: Lambda Pi Eta, Sigma Phi Chapter

Event Title: Induction Ceremony & Graduation Banquet

Date(s) of Event: June 12, 2015

Location of Event: Almanson Court, Alhambra, 100 S. Almanson St. 91801

Expected Total Attendance: 150

Expected Attendance of Cal State L.A. Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:
The event is the opportunity for Cal State LA students to attend the banquet. Here, honors cords and members will be inducted. Any student can join as a honorary member of the Lambda Pi Eta Sigma Phi chapter and will be inducted.

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

How will this program enhance the Cal State L.A. experience?:
This is a chance to celebrate students who have been active in their school and honor their achievements.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Honors Cords	\$168.38
Induction Ceremony Pins & Certificates	\$2,831.62

Event Summary

Total Cost of Event:	<u>\$6,000.00</u>
Amount Requested from A.S.I.:	<u>\$3,000.00</u>
Amount from other sources:	<u>\$3,000.00</u>

What other resources are you employing for this event?
We are employing our own chapter's money. If ASI could provide funding to offset the cost of this, it would leave a good amount of money for next year's chapter to be even more successful from years past.

For Office Use Only • Do Not Write Below

Approved Amounts

Hospitality: _____

Honoraria/Contracts: _____

Marketing: _____

Other: _____

USU: _____

Total: _____

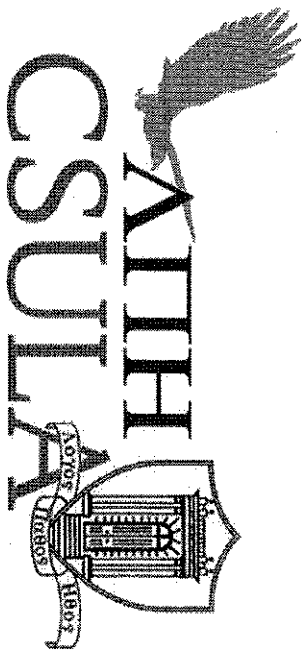
Proposal Number: _____ Recognized?: _____

RPP Deadline: _____ Date Approved: _____

Funds Expire: _____ BOD / Finance

Account: _____

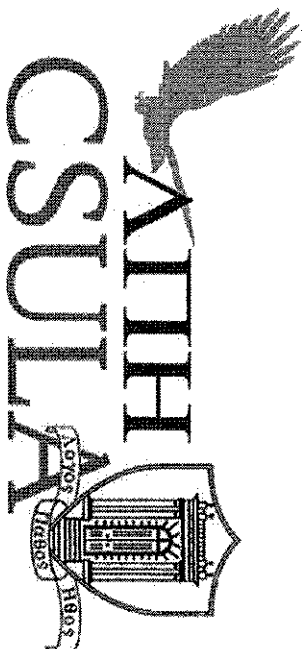
Important: (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings. (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event, & (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.



Lambda Pi Eta Sigma Phi
Chapter would like to
thank the Associated
Students, Inc. for
offsetting the cost of the
induction ceremony
materials and honors
cords.



Associated Students, Inc.
5154 State University Drive,
University-Student Union, Room 203
Los Angeles, CA 90032
(323) 343-4778
<https://asicsula.org/>



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STUDENT ORGANIZATION EVENT REGISTRATION FORM



This form must be completed 10 working 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 on websites 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: Lambda Pi Eta PHONE: Udel-714-8097 DATE: 4/23/15
 EVENT CONTACT NAME: Lauren Rome EMAIL: Lerome@LpiE.com
 NAME OF EVENT: LPE End Banquet LOCATION: Almanor Court 700 Almanor St Atholra Cit 91801
 EVENT DATE: 6/12/15 BEGIN TIME: 7:00pm END TIME: 1:00am ESTIMATED ATTENDANCE: 200

- (TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.))
- FUNDRAISER EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION

OTHER: _____

EASE DESCRIBE THE EVENT.
Lambda Pi Eta end of year banquet and induction ceremony,

- WHO IS INVITED (CHECK ALL THAT APPLY):
- STUDENT ORG. MEMBERS CAL STATE L.A. COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State L.A. 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 FEE, OR DONATION?
 (If yes, please complete statement regarding cash transactions on the back of this form) NO YES, HOW MUCH? \$15-20 student \$30-35 guests

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: Almanor Court
 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.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES

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 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.

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.

STUDENT ORG. OFFICER'S NAME: Lauren Rome SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 4/23/15
 ADVISOR'S NAME: RISTINA Rom Mesa [Signature] DATE: 5-18-15

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of _____, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to 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):

N/A

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.

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 Judicial Affairs.

ALCOHOL: Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please 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 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 L.A."

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

SIGNATURE

DATE

[Signature]

5/22/15

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: _____ FACILITIES USE COORDINATOR DATE: _____

VICE PRESIDENT FOR STUDENT AFFAIRS OR DESIGNEE

DATE

NOTES OR UPDATES



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REQUEST TO SERVE ALCOHOLIC BEVERAGES

Application must be submitted to AVP/FS (ADM 514) for approval at least 10 working days prior to the event's date. In order to expedite the process, please answer all questions and print clearly:

Date Submitted: _____

1. Type of Organization

On-Campus Organization Off-Campus Organization Individual Student Faculty Staff

2. Organization/Individual Holding Event

Organization Name: Lambda Pi Eta

Nature of Organization (Social, Athletic, Academic, etc.): Honor Society

Contact Person: Lauren Rome

Department: _____

Phone No.: (between 8:00 am to 5:00 pm M-F) (661) 714-8097 Fax No.: () _____

Type of Event: Banquet Date: 6/12/15 From: 7pm To: 1AM

Location of Event: Almansor Court

Address: 700 Almansor St Alhambra CA 91801

3. Person in Charge of the Organization

Name: Selene Aguirre (President)

Department: _____

Phone No.: (916) 842-9480 Fax No.: () _____
(between 8:00 am to 5:00 pm M-F)

4. On-Campus Sponsor/Advisor

Full Name: Kristina Ruiz-Mesa Will he/she be attending the event: Yes

Department: Communication Studies Phone No.: () _____ Fax No.: () _____
(between 8:00 am to 5:00 pm M-F)

5. Beverage(s) to be Served:

Type of beverage(s) to be served: mixed drinks, beer, wine

Will beverages be sold or complimentary? Sold If sold, vendor's name? Almansor Court

CA Liquor License Number: 181603 Expiration date: March 31, 2016

If alcoholic drinks are complimentary, state source of funds to purchase beverage(s): not comp.

Student Organizations must register the event with the Center for Student Development and Programs prior to submitting request to AVP/AF. Visit University-Student Union, room 204, for more information.

*Please note: Non-alcoholic beverages must be available at this event.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REQUEST TO SERVE ALCOHOLIC BEVERAGES

Please answer all questions.

- 1. Number of expected attendees at this event? 200⁺
- 2. Maximum number of occupants allowed at the location? 400
- 3. How will the number of guests be monitored to ensure that the maximum occupant rate is not exceeded? (i.e. Guest by invitation only) Guest invitation only, monitored by facility and university organization upon arrival.
- 4. Are all expected guests over 21 years old? no
If not, identifications must be checked and guests over 21 years old must be clearly identified to avoid serving alcoholic beverages to minors (i.e., 21 years old and over guests will be given wristband)
- 5. How will identification be checked? By bartender at the bar
- 6. Events providing complimentary alcoholic beverages, is bartender licensed? no comp. drinks
 - 6a. If so, provide name, CA liquor license number and expiration date. _____
 - 6b. If not licensed, specify name and age of person/s serving alcoholic beverages (Must be 21 years old or older). _____
- 7. Will food be available? (It is recommended that food is available.) yes, food will be served
- 8. Will hired security be available? no
- 9. Has campus police been notified of the event? (If not, they must be notified) _____
- 10. Alcoholic beverages will be served from 7:00 (am/pm) to 12:00 (am/pm).

For events ending after midnight, alcohol service should discontinue one hour prior to the conclusion of the event.

I have read Administrative Procedure 019 regarding the Use of Alcoholic Beverages on Campus and hereby agree to abide by the provisions stated therein. Also, I agree to comply with all local, State, and Federal laws including those governing alcoholic service, consumption, and intoxication.

Note: Under California law, both the host and the beverage server are responsible for monitoring alcoholic intoxication.

Lauren Romy Event planning coordinator Lauren Romy
 Representative's Name (print) Title Signature

OFFICE USE ONLY: Request Received on: _____ Agreement Faxed on: _____ Notified on: _____

Associate Vice President for Administration & Finance: _____ Date: _____

Approval Granted: _____ Approval Denied: _____

ASI Funding for Lambda Pi Eta (LPE)

Courtney Bassler <courtney.bassler@gmail.com>

Mon 5/18/2015 11:56 PM

Inbox

To: ASI Vice President for Finance <asivpf@calstatela.edu>;

Cc: selene aguirre <s_abimelek@yahoo.com>; Imelda Ramirez <ia2643@gmail.com>;

📎 2 attachments (1 MB)

ASI Funding.pdf; Asi flier.docx;

Hi Carina,

I hope you had a great weekend and the beginning of your week is going well.

I wanted to provide some context to our application for funding. This application was turned in today.

I was told by the front desk that because we are asking for items to be offset, that we didn't need an event registration form or a food permit. The honors cords and induction certificates and pins will be given out during our annual graduation banquet and induction ceremony.

According to our membership, any student can be part of LPE as a honorary member. All of our members will be inducted and will receive an induction certificate and pin. Honors cords will be given out to our national members.

Basically, we are asking ASI to offset our costs. The "flier" that was provided will be a part of our program.

Should you have any questions, I am more than happy to help you. I've also attached our application and the flier for your reference.

Thanks,
Courtney

Courtney Bassler
LPE Treasurer
courtney.bassler@gmail.com | [818-298-6275](tel:818-298-6275)



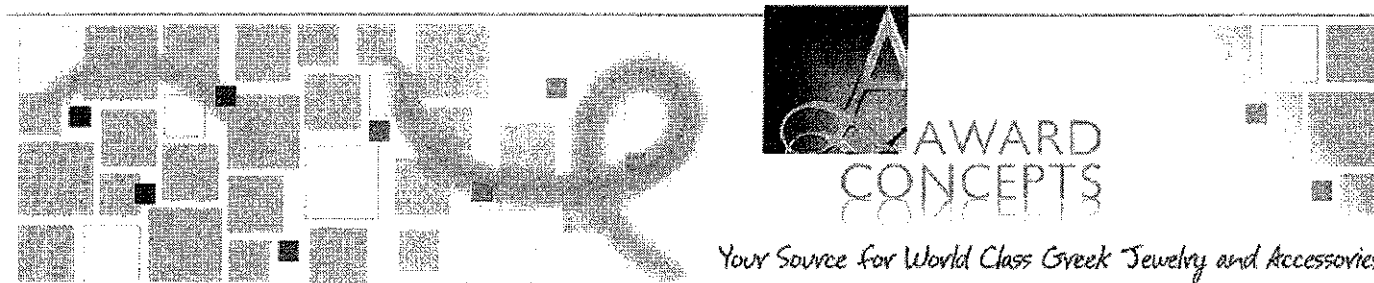
Courtney Bassler <courtney.bassler@gmail.com>

Your Order with Award Concepts - Order NATCAB284441

2 messages

ordering@awardconcepts.net <ordering@awardconcepts.net>
Reply-To: ordering@awardconcepts.net
To: courtney.bassler@gmail.com

Wed, May 13, 2015 at 12:31 PM



110 South 11th Ave. • St. Charles, IL 60174 • 800.659.7801 • www.awardconcepts.net

Thank you for your order, Courtney Bassler!

Want to view your order status online?

If you need to check the status of your order, please visit <https://acgreek.com/greek> and click on 'My Account' at the top of any page.

Order Summary

Item Description	Qty	Price	Total
LPH Membership Certificate and Pin	92	30.002,760.00	

Certificate Details

Name:	Chapter:	School:	Induction Date:	Email:
Omar Abdelshife	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Nicole Abou Chakra	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Melissa Alamina	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Anjelina Alvarado	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Justine Andrade	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Eliana Apocada	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jami Lee Avery	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Thu Huyen Bach	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Justin Ballatore	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Alicia Betancourt	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Sophia Biggs	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Waldo Bracamontes	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Sharon Calata	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Margot Camacho	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Isabel Casillas	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Pearl Castillo	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Cindy Contreras	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Charlene Comejo	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Taryn Cortes	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Cody Crowley	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Guadalupe Sofia Cruz	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Boris Diaz	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Fabiola Diaz	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Dania Elghazali	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com

Marcus Galamay	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Zayna Gomez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Elizabeth Gonzalez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Lydia Grachyova	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Korey Green	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Kellie Kawamoto	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Melody Kligenfuss	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Grace Kunkle	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Sharonne Lee	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Blanca Lopez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Brian Lucero-Contreras	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Johnny Martinez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jena Massey	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Christopher McKeenan	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Eric Mestman	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Vernon Muhammad	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Elia Pacheco	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
April Perez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Evelin Y. Perez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Rebecca Perez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Leslie Ponce	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Anna Quach	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Margarita Ramirez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Samir Ramirez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Kathleen Ramseyer	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Joshua Saenz	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Maria Sanchez	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Bianka Sandoval	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Karla Santana	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Peter Scheper	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Lane Schwager	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Heidy Sosa	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Samantha Stewart	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Spencer Street	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Andrea Trejo	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Nga Vo	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Elizabeth Pilar Ayala	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Barbara Beaser	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Ann Jennifer Bulnes	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Valerie Burclaga	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Mira Cabrera	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Desiree Caro	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Michael Claproth	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Tegan Cramer	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jonathan Gaytan	Sigma Phi	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
	Sigma	California State University, Los Angeles	June 12,	

5/18/2015

Gmail - Your Order with Award Concepts - Order NATCAB284441

Luis R. Gonzalez	Phi	Angeles	2015	sigmaphicsula@gmail.com
Sabrina Hernandez	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Kimberly Hidalgo	Sigma	California State University, Los Angeles	June 12, 2014	sigmaphicsula@gmail.com
Emily Hirsch	Phi	Angeles	2015	sigmaphicsula@gmail.com
Phat Huynh	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jumpei Kontani	Phi	Angeles	2015	sigmaphicsula@gmail.com
Jeannetta Landrum	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Paola Lopez	Phi	Angeles	2015	sigmaphicsula@gmail.com
Steven Martinez	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jesus Medina	Phi	Angeles	2015	sigmaphicsula@gmail.com
Yesenia Mendoza	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Hannah Menicucci	Phi	Angeles	2015	sigmaphicsula@gmail.com
April Mota	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jessica Mota	Phi	Angeles	2015	sigmaphicsula@gmail.com
Jennifer Oliva	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Piero Palacios	Phi	Angeles	2015	sigmaphicsula@gmail.com
Charis Roberts	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Alejandra Rodriguez	Phi	Angeles	2015	sigmaphicsula@gmail.com
Jazmin Rosas	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Jocelyn Elizabeth Segovia	Phi	Angeles	2015	sigmaphicsula@gmail.com
Willie Svendblad	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com
Claire Vargas	Phi	Angeles	2015	sigmaphicsula@gmail.com
Michael Villarama	Sigma	California State University, Los Angeles	June 12, 2015	sigmaphicsula@gmail.com

Subtotal: \$2,760.00
Shipping & Handling: \$38.50
Tax: \$33.12
Total: \$2,831.62

Shipping Method: UPS Second Day
Need By Date: 05/21/2015

Shipping To:
 Let's Travel c/o Dick Bassler
 711 Montana Ave
 Suite A
 Santa Monica, CA 90403
 (310) 451-5806

Payment Information: Visa: XXXX-XXXX-XXXX-3728
 Courtney Bassler

Bill To:
 Courtney Bassler
 6706 Noble Ave
 Van Nuys, CA 91405
 courtney.bassler@gmail.com

Please note: This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

If you have any questions with your order, please call Award Concepts toll-free at (800) 659-7801 or e-mail us at custserv@awardconcepts.net.

Thanks again for shopping with us.

Award Concepts, Inc.
 Your Source for World Class Nursing Jewelry and Accessories

Courtney Bassler <courtney.bassler@gmail.com>
To: SigmaPhi Csula <sigmaphicsula@gmail.com>

Wed, May 13, 2015 at 12:55 PM

[Quoted text hidden]

--
Courtney Bassler

110 South 11th Ave. ■ St. Charles, IL

Thank you for your order, Courtney Bassler!

Want to view your order status online?

If you need to check the status of your order, please visit <https://acgreek.com/greek> and click on 'My A

Order Summary

Item Description	Qty	Price	Total
Gold Honor Cords	45	9.75	438.75
Subtotal:			\$438.75
Shipping & Handling:			\$7.75
Tax:			\$39.49
Total:			\$485.99

Shipping Method: US Mail
Need By Date: 06/04/2015

Shipping To:
Let's Travel c/o Dick Bassler
Suite A
Santa Monica, CA 90403
[\(310\) 451-5806](tel:3104515806)

Payment Information: Visa: XXXX-XXXX-XXXX-3728
Courtney Bassler

Bill To:
Courtney Bassler
6706 Noble Ave
Van Nuys, CA 91405
courtney.bassler@gmail.com

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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NAME OF ORGANIZATION: Lambda Pi Eta PHONE: Udell-714-8097 DATE: 4/23/15
 EVENT CONTACT NAME: Lauren Rome EMAIL: Lerome@live.com
 NAME OF EVENT: LPE Banquet LOCATION: Almanor Court 700 Almansor St Alhambra CA 91801
 EVENT DATE: 6/12/15 BEGIN TIME: 7:00pm END TIME: 1:00am ESTIMATED ATTENDANCE: 200

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

- FUNDRAISER EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION

OTHER: _____

EASE DESCRIBE THE EVENT.

Lambda Pi Eta end of year banquet and induction ceremony.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE L.A. COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State L.A. 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 FEE, OR DONATION?

If yes, please complete statement regarding cash transactions on the back of this form) NO YES, HOW MUCH? 115-20 student \$30-35 guests

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: Almanor Court

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.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES

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 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.

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.

IDENTIFY ORGANIZATION OFFICER'S NAME

Lauren Rome

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

Lauren Rome

DATE:

4/23/15

ADVISOR'S NAME

RISTINA Ruiz Mesa

5-18-15



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REQUEST TO SERVE ALCOHOLIC BEVERAGES

Application must be submitted to AVP/FS (ADM 514) for approval at least 10 working days prior to the event's date. In order to expedite the process, please answer all questions and print clearly:

Date Submitted: _____

1. Type of Organization

On-Campus Organization Off-Campus Organization Individual Student Faculty Staff

2. Organization/Individual Holding Event

Organization Name: Lambda Pi Eta

Nature of Organization (Social, Athletic, Academic, etc.): Honor Society

Contact Person: Lauren Rome

Department: _____

Phone No.: (between 8:00 am to 5:00 pm M-F) (661) 714-8097 Fax No.: ()

Type of Event: Banquet Date: 6/12/15 From: 7pm To: 1am

Location of Event: Almanson Court

Address: 700 Almanson St Alhambra CA 91801

3. Person in Charge of the Organization

Name: Selene Aguirre (President)

Department: _____

Phone No.: (916) 842-9480 Fax No.: ()
(between 8:00 am to 5:00 pm M-F)

4. On-Campus Sponsor/Advisor

Full Name: Kristina Ruiz-Mesa Will he/she be attending the event: Yes

Department: Communication Studies Phone No.: () Fax No.: ()
(between 8:00 am to 5:00 pm M-F)

5. Beverage(s) to be Served:

Type of beverage(s) to be served: Mixed drinks, beer, wine

Will beverages be sold or complimentary? Sold If sold, vendor's name? Almanson Court

CA Liquor License Number: 181603 Expiration date: March 31, 2016

If alcoholic drinks are complimentary, state source of funds to purchase beverage(s): Not comp.

Student Organizations must register the event with the Center for Student Development and Programs prior to submitting request to AVP/AF. Visit University-Student Union, room 204, for more information.

*Please note: Non-alcoholic beverages must be available at this event.



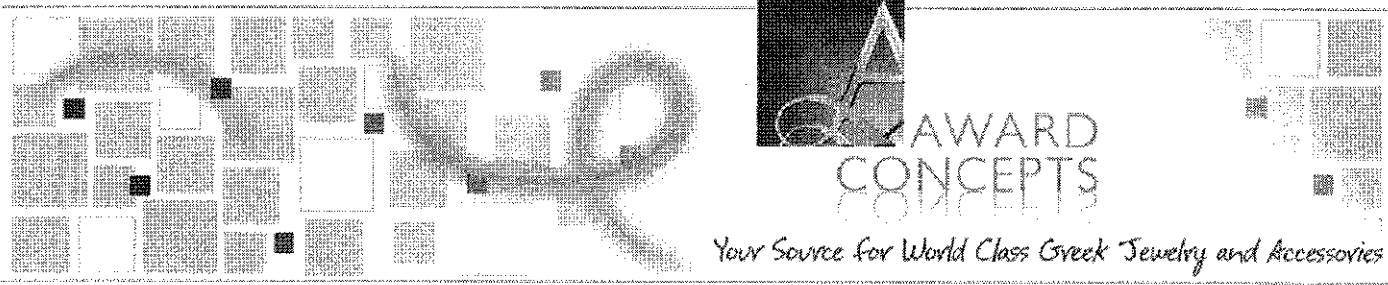
Courtney Bassler <courtney.bassler@gmail.com>

Your Order with Award Concepts - Order NATCAB284441

2 messages

ordering@awardconcepts.net <ordering@awardconcepts.net>
Reply-To: ordering@awardconcepts.net
To: courtney.bassler@gmail.com

Wed, May 13, 2015 at 12:31 PM



110 South 11th Ave. • St. Charles, IL 60174 • 800.659.7801 • www.awardconcepts.net

Thank you for your order, Courtney Bassler!

Want to view your order status online?

If you need to check the status of your order, please visit https://acgreek.com/greek and click on 'My Account' at the top of any page.

Order Summary

Table with 4 columns: Item Description, Qty, Price, Total. Row 1: LPH Membership Certificate and Pin, 92, 30.002, 760.00

Certificate Details

Table with 4 columns: Name, Chapter: School, Induction Date, Email. Lists 20 members including Omar Abdelshife, Nicole Abou Chakra, Melissa Alamina, etc.