



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: James Abene
 Officer Title: Alumni Relations
 Address: 1525 South Second ST. APT 5
 City/State/Zip: Alhambra/CA/91801
 Phone & Email: 646-245-2358 jabene@calstatela.edu
 Officer Signature: _____

Organization

Club/Organization: Sigma Nu Fraternity
 Event Title: White Rose Formal
 Date(s) of Event: June 6th 2015
 Location of Event: 854 N. Garefield Ave, Montebello 90640
 Expected Total Attendance: 100
 Expected Attendance of Cal State L.A. Students: 70

Event Description and Total Cost Breakdown

Briefly describe the event:
 White Rose Formal is an annual ceremony that honors the achievements and dedication students have exemplified in their commitments to our campus community. Members of our organization along with members of our student body, are commemorated in celebration of their accomplishments.

Is the event open to all Cal State L.A. students? Select One
 How will this program enhance the Cal State L.A. experience?:
 Cal State LA students will quire a greater appreciation for academic excellence, community and philanthropic service and leadership development.

Hospitality

Description	Amount
Mexican Self Serve Buffet from La Costa	\$2,395.00
Room Fee	\$25.00
Room Fee	\$350.00

Honoraria/Contracts

Description	Amount
	\$0.00

Marketing

Description	Amount
Hoodie for buying a ticket	\$1,397.00

Other

Description	Amount
Room Fee	\$25.00
Dance Floor	\$350.00
DJ	\$150.00

Event Summary

Total Cost of Event: \$4,692.00
 Amount Requested from A.S.I.: \$4,692.00
 Amount from other sources: \$0.00
 What other resources are you employing for this event?

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.

*The Eta Phi Active & Alumni Chapter of
Sigma Nu Fraternity*

*formally invites you to
the 49th annual*

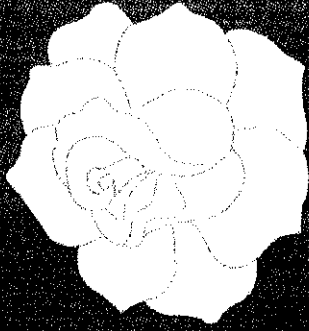
*White Rose
Formal*

*June 6, 2015
from 7pm-11pm
dinner served at 8pm*

*La Costa
854 N. Garefield Ave, Montebello, CA 90640*

Please RSVP by May 27, 2015

*James Abene Michael Lopez
Alumni Relations Chairman Eminent Commander
(646)234-2358 (559) 334-8829*



For the Students, by the Students®

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: Sigma Mu Fraternity PHONE: 646 246 4325 DATE: 5/13/15
 EVENT CONTACT NAME: James Abene EMAIL: jabene@calstate-la.edu
 NAME OF EVENT: White Rose Formal LOCATION: 854 N. Sunfield Ave.
 EVENT DATE: 6/6/15 BEGIN TIME: 7:00pm END TIME: 11:00pm ESTIMATED ATTENDANCE: 100 people

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: _____

PLEASE DESCRIBE THE EVENT

White Rose Formal is an annual event ceremony that honors the achievements and dedication students have exemplified in their commitments and campus community. Members of our organization along with members of our student body are commemorated for their accomplishments.

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? \$40,000

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: By the restaurant

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 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.

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.

STUDENT ORG. OFFICER'S NAME: Michael Lopez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): Michael Lopez DATE: 5/15/15
 ADVISOR'S NAME: Jimmy Solis SIGNATURE: Jimmy Solis DATE: 5/18/15

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Sigma Nu Fraternity, 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):

For purchasing a ticket, you will win a hoodie stating "White Rose Formal 2015". The money we collect will be used for future events and philanthropies we have as an organization.

PRESIDENT: Michael Lopez SIGNATURE: Michael Lopez DATE: 5/15/15
 TREASURER: Omar Castro SIGNATURE: Omar Castro DATE: 5/15/15

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: _____

5/18/15

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:

search...

Shop

- Embroidered Apparel
- Printed Apparel
- Pens, Mugs, & More
- Shop By Brand

Logos & Design

Design Studio

Information

- About Us
- Customer Service
- Guaranteed Perfect
- Create A Store
- Refer A Friend
- Contact Us

Shopping Cart

Current Total: \$1,397.00

	Independent Trading Co. Lightweight Full Zip Hoodie *					\$1,436.40 <i>(72 items x \$19.95)</i>
	Style #7150 <small>Logo Type: Embroidered Apparel And Accessories</small>					
	S	M	L	XL	2XL	
				72		<small>\$2.00</small>
	<input type="radio"/> Charcoal Heather					
	S	M	L	XL	2XL	
				28		<small>\$2.00</small>
	<input checked="" type="radio"/> Black					

Subtotal: **\$1,995.00**

Promotional Discount: Discount for 100 style 7150 (\$19.95-\$13.97) \$-598.00

Shipping & Handling: \$0.00

Cart Total: **\$1,397.00**

Pay with Amazon

Have A Coupon Code?

Current Coupon: **UN155188**

Need Help?
800-847-4478

Google Trusted Store



ANGEL SANCHEZ <angelraphaelsanchez@gmail.com>

Fwd: DJ Services

1 message

James Abene <jabene812@gmail.com>

Mon, May 18, 2015 at 11:43 AM

To: "angelraphaelsanchez@gmail.com" <angelraphaelsanchez@gmail.com>

James Abene
(646) 2452358

Begin forwarded message:

From: Vince Ibarra <vinniemack584@gmail.com>
Date: May 18, 2015 at 11:12:04 AM PDT
To: Jabene812@gmail.com
Subject: DJ Services

For the event on June 6, 2015, i am going to charge you guys \$150 from 7p - 11p for my DJ Services