



# Associated Students, Inc.

## Funding Request Form

### 2015-16

..For the Students. by the Students.

- Necessary Documents:
- Event Flyer w/ ASI Logo
  - CSI Event Reg. Form
  - Estimates / Food Permits
  - Event Estimates / Invoices

**Contact**

Officer Name: Colburn Junus

Officer Title: Recruitment Chairman

Address: 2611 W Ramona Rd

City/State/Zip: Alhambra, CA 91803

Phone & Email: 9514875501 & colburnjunus@gmail.com

Officer Signature: [Signature]

**Organization**

Club/Organization: Sigma Nu

Event Title: Bid Dinner

Date(s) of Event: 10-3-2015 Quarter: Fall / Winter / Spring

Location of Event: U-SU Game Room

Expected Total Attendance: 65

Expected Attendance of Cal State L.A. Students: 45

**Event Description and Total Cost Breakdown**

Briefly describe the event:

An event where invitations are given to students to permit them to starting the process of becoming an active member. Hereatives, alums, and supporters of Sigma Nu celebrate in an event at appreciates the students that have been selected to being ven a bid.

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 an event that shows students what on-campus organization consist of. It shows the traditions of Greek Life and not only gets students involved but it also gets alumni involved.

**Hospitality**

Description	Amount
UAS Catering	\$1,686.91

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount

**Event Summary**

Total Cost of Event: \$1,686.91

Amount Requested from A.S.I.: \$1,686.91

Amount from other sources:  

What other resources are you employing for this event?

 

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

**Approved Amounts**

Hospitality:  

Honoraria/Contracts:  

Marketing:  

Other:  

U-SU:  

**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.

Rev'd. 7/27/15

*Sigma Nu's*  
Bid  
Dinner

@U-SU The Pit

October 3, 2015

4:30pm-6:30pm

"Fostering the personal growth of each man's mind,  
heart, and character."



"...For the Students, by the Students!"





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**

BEO # E24371  
Event Date: 10/3/2015 Saturday

Client/Organization Sigma Nu	Event Date 10/3/2015 (Sat)	Booking Contact Junus Colburn	Event # E24371
Address 2611 W Ramona Rd		City, St/Prov Postal Alhambra, CA 91801	Booking Tel (951) 487-5501
Party Name Delivery to USU - LA Room at 6:30 F	Sales Rep Bonnie Butcher	Theme Delivery	Category

Venue					
Description	Type	Start	End	Banquet Room	Setup Style
		4:30 pm	6:30 pm	Student Union	Delivery

Food & Beverage			
Food/Service Items	Unit	Price	Total
Delivery to USU - LA Room at 4:30 PM			
(65) Disposables	Each	0.35	22.75
(65) Option A - Buffet	Guest(s)	20.00	1,300.00
Traditional Caesar Salad			
Grilled Sliced Chicken with Lemon- Herb Sauce			
Mashed Potatoes			
Sautéed Vegetables			
Carrot Cake			
Iced Tea			
Water Service			

**Notes**

**For: Bid Dinner**

**\* applying for ASI Funding**

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,322.75	0.00	0.00	0.00	0.00	0.00	0.00	1,322.75
Service Charge	224.87	0.00	0.00	0.00	0.00	0.00	0.00	224.87
Taxes	139.29	0.00	0.00	0.00	0.00	0.00	0.00	139.29
<b>Total</b>	<b>1,686.91</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>1,686.91</b>

Subtotal	1,322.75	Paid	0.00
Tax	139.29	Balance	1,686.91
Service Charge	224.87		
<b>Total Value</b>	<b>1,686.91</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*

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

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

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 # \_\_\_\_\_  
Program Code # \_\_\_\_\_  
Proj. ID # \_\_\_\_\_  
PO # \_\_\_\_\_

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

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

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



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 Nu PHONE: 95148755501 DATE: 7-16-15  
EVENT CONTACT NAME: Colburn Junus EMAIL: colburnjunus@gmail.com  
NAME OF EVENT: Bid Dinner LOCATION: Los Angeles Room, USA  
EVENT DATE: 10-3-2015 BEGIN TIME: 6PM END TIME: 9 PM ESTIMATED ATTENDANCE: 70

### 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

A dinner event where members, alumni, supporters, and potentials are invited to attend. Here people socialize and see the handing out of invitations to the potentials. The invitations if accepted allow the potentials to start the process of becoming a Sigma Nu.

### 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?

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:

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

ADVISOR'S NAME

Jimmy Solis

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

*Michael S. Lopez*

DATE:

7/16/15

8/16/15