

**To:** ASI Executive Director

**CC:** ASI Finance Committee, ASI President, ASI VP for Finance, ASI VP for Academic Governance, Secretary/Treasurer, VP for External Affairs and Advancement, ASI Director of Programs and Leadership

**Subject:** Grievance Against Finance Committee for neglecting to follow Policy 204

Intef Weser,

On August 21<sup>st</sup> 2015 Society of Hispanic Engineering and Science Students was granted funding for their Fall Competition that took place November 11<sup>th</sup> to November 15<sup>th</sup>. This funding was merited for the fall quarter.

On November 13<sup>th</sup>, the Society of Hispanic Engineering and Science Students was granted funding for their Star Wars VII: The Force Awakens Advanced Private Screening fundraiser. It was then forwarded to the BOD and subsequently approved on November 19<sup>th</sup> 2015. This funding was merited for the winter quarter, however the event takes place during the student recess period of the fall quarter. By approving this funding, the finance committee has violated policy 204 for the funding policy and therefore, the funding for this event must be revoked.

By approving this funding, the finance committee has neglected policy 204 and has compromised the integrity of club funding. I hope in the future policies will be followed as designed by our predecessors.

Best,

A handwritten signature in black ink, appearing to read 'Samuel Garza', written in a cursive style.

Samuel Garza  
ASI Vice President for Administration

Tel: (323) 343-4780

Fax: (323) 343-6420

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

6154 State University Drive, Room 203  
Los Angeles, California 90032

# Finance Committee Meeting Agenda

**Meeting Called By:** Antonio Canzona, **Type of Meeting:** Special  
**A.S.I. VP for Finance** **Time:** 3 – 6 pm  
**Date:** Friday, August 21, 2015

**Location:** U-SU Los Angeles Rm 308 AB

**Attendees:** Finance Committee, General Public

## I. Organizational Items:

- a. Call to Order
- b. Roll Call (Establishment of Quorum)
- c. Approval of Agenda for August 21, 2015
- d. Adoption of Minutes for May 22, 2015
- e. Adoption of Minutes for July 31, 2015

## II. Public Forum: 3:05 – 3:15 pm

This time is allotted for members of the public to make announcements to the council and/or address the committee.

## III. Action Item I: 3:15 - 3:45 pm

- a. Club Funding Requests for: Please review Club Funding - Policy 204 on our website prior to the meeting to understand requirements.
  - i. Beta Alpha Psi Funding Request – Meet The Firms - \$2,019.49
  - ii. SHES Funding Request - SHPE National Conference Competitions - \$3,000.00
    1. Please go to Policy 213 for Travel Policy for Academic/Student Organization Travel

## IV. Reports:

- a. Vice President for Finance
  - i. University and A.S.I. Budget Approval Updates

## V. Proposal Review – 3:45-4:30 pm

- a. UAS Anna Bing Arnold Children's Center
- b. Educational Participation in Communities (EPIC)
- c. Educational Opportunity Program (EOP)
- d. Golden Eagle Radio
- e. Golden Eagle Productions
- f. Brianda Chavez - A.S.I. College of Engineering, Computer Science, & Technology Representative - Budget Proposal & Supporting Attachment

## VI. Action Item II: 4:30 – 6 pm

- a. 2015-16 Budget – The committee will take action on the 2015-16 Operating Budget to be recommended at the next Board of Directors meeting. You can review the budget online.

## VII. Information Item

## VIII. Adjournment

Tel: (323) 343-4790

Fax: (323) 343-9415

[www.asi.edu/rsi](http://www.asi.edu/rsi)



# 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: Pyae Hein  
 Officer Title: Executive Vice President  
 Address: 612 N. Nicholson Ave Apt#C  
 City/State/Zip: Monterey Park, CA 91755  
 Phone & Email: 626-320-7560 & pyae.p.hein@gmail.com  
 Officer Signature: *Pyae Hein*

## Organization

Club/Organization: SHESS  
 Event Title: SHPE National Conference Competitions  
 Date(s) of Event: November 11 - 15  
 Location of Event: Baltimore, MD  
 Expected Total Attendance: 5,000+  
 Expected Attendance of Cal State L.A. Students: 6+

## Event Description and Total Cost Breakdown

Briefly describe the event:

At the SHPE National Conference students attend workshops that include leadership development, academic excellence, professional development. In addition, the SHPE National Conference offers competitions that offer a great opportunity to not only showcase our talent to recruiters and other attendees.

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

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

These competitions will enhance the attendees of Cal State LA by promoting STEM education at the SHPE National Conference. Additionally, it will increase the prestige of Cal State LA in STEM.

## Hospitality

Description	Amount
N/A	

## Honoraria/Contracts

Description	Amount
N/A	

## Marketing

Description	Amount
N/A	

## Other

Description	Amount
Air Travel	2107.20
Lodging	1800.00
Per Diem	1650.00
Shuttle Service	240.00

## Event Summary

## For Office Use Only • Do Not Write Below

Total Cost of Event: 5797.20

Amount Requested from A.S.I.: 3907.20

Amount from other sources: 1890.00

What other resources are you employing for this event?

The SHESS organization will cover 33% of the total cost.

## 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.

Rev'd: 10/9/14

## Ayran, Frangelo

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**To:** pyae.p.hein@gmail.com; salrojas9@gmail.com  
**Cc:** Celaya, Jennifer (JCelaya@cslanet.calstatela.edu); cespino2@calstatela.edu  
**Subject:** SHESS trip to Society of Hispanic Professional Engineer's National Conference  
**Attachments:** fieldtrip\_emerg\_info\_form.pdf; SHESS Class Form.pdf

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Dear Pyae and Salvador,

Thanks for submitting your organization's Event Registration Form for your organization's trip to the Society of Hispanic Professional Engineer's National Conference from November 11<sup>th</sup> to the 15<sup>th</sup> in Baltimore, Maryland. The Event Registration Form has been signed and a copy is ready for you to pick up at the CSI front desk. Before your organization make this trip there are additional steps to take:

1. Your organization will need to have each participant include their name and sign off on the attached Class General Release Form.
  - a. This form is not to be used for participants who are minors.
  - b. **This form must be submitted to the CSI office by Monday, November 2<sup>nd</sup>.**
2. All trip participants must also complete the attached Field Trip Emergency Information Form.
  - a. The Field Trip Supervisor(s) should maintain a copy of the forms and should bring these copies with them while on the trip.
  - b. CSI will maintain the other set of copies you provide us.
  - c. All information shall be maintained as confidential and only released when deemed appropriate based on the circumstances of the disclosure.
  - d. **All copies of this form should be submitted to the CSI office also by Monday, November 2<sup>nd</sup>.**

Failure to submit these forms on time to CSI could ultimately cancel your organization's trip. Please let me know if you have any questions regarding these required forms. I look forward to hearing from you and thank you for your attention.

-Frangelo



**FRANGELO R. AYRAN, M.A.Ed.**  
Assistant Director for Student Development  
Center for Student Involvement  
**University-Student Union**  
**California State University, Los Angeles**  
5154 State University Drive | Los Angeles, CA 90032  
T 323.343.5112 | F 323.343.5101  
[fayran@cslanet.calstatela.edu](mailto:fayran@cslanet.calstatela.edu)

California State University, Los Angeles  
 CLASS GENERAL RELEASE  
 (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

**NOT AUTHORIZED FOR USE WITH MINORS**

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

Activity (include name of professor and course): Society of Hispanic Engineering Science Students (SHESS)  
Society of Hispanic Professional Engineer's National Conference

Activity Date(s) and Time(s): November 11-15, 2015

Activity Location(s): 1 W Pratt Street Baltimore, Maryland 21201

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold the University harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, **including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.

# **CALIFORNIA STATE UNIVERSITY, LOS ANGELES**



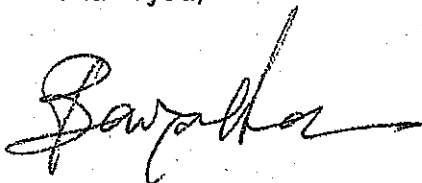
*College of Engineering, Computer Science, and Technology*

Dear ASI Finance Committee,

July 27, 2015

The College of Engineering Computer Science & Technology is writing in support of the Society of Hispanic Engineers and Science Students (SHESS), to participate in the Academic Olympiad, Extreme Engineering, and Engineering Design Competitions, taking place in November 2015. The organization is requesting \$4558.40 from ASI, to support the cost of attending the 2015 Society of Professional Engineers (SHPE) National Conference in Baltimore, MD. Thirty-three percent of the remaining cost will be covered by the SHESS organization. 7 Cal State LA Students will be representing the Cal State LA community at these national competitions. This is an important investment in our student's success and professional development. Feel free to contact me if you have any additional questions.

Thank you,



**Dr. Ben Lee**

**Associate Dean**

**College of Engineering Computer Science & Technology**

**California State University, Los Angeles**

# **CALIFORNIA STATE UNIVERSITY, LOS ANGELES**



*College of Engineering, Computer Science, and Technology*

Associated Students, Incorporated (ASI)  
California State University, Los Angeles

July 22, 2015

Dear Finance Committee:

This letter is in support for the CSULA Society of Hispanic Engineers and Science Students (SHESS) request for travel funding to attend the Society of Hispanic Professional Engineers (SHPE) National Conference to be held in Baltimore, MD.

The Society of Hispanic Engineering and Science Students is part of the College of Engineering, Computer Science and Technology at California State University, Los Angeles. There are currently over 50 members in our organization with a range of fields such as Electrical, Mechanical, and Civil Engineers, Computer Science and Chemistry as well as other math and science fields.

Established in 1975, SHESS has maintained its original commitment to assist students in engineering, math, and science graduate from the university and enter the corporate world. This has led students to succeed in their respected fields of study. Their mission is to promote the development of Hispanics in engineering, math and sciences. To promote their academic and professional advancement in order to achieve educational excellence, economic opportunity, and social equality, by providing and improving the environment in which students work and study as well as introducing them to the corporate world.

The Society of Hispanic Engineers (SHPE) National conference provides undergraduate and graduate participants an opportunity to compete nationally and increase the prestige of our campus community. 7 students, will be representing Cal State LA at this years 2015 SHPE National Conference in November. The total costs to attend this conference is approximately \$6826.40; the SHESS organization is planning to support 33% (\$2268.00) of the costs. The SHESS organization is requesting \$4558.40 for the lodging and travel portion of the expenses. This will allow our organization to direct funds in order to further support our organization's mission.

Thank you for your time and feel free to contact me if you have any questions.

Sincerely,

**Claudia Espinosa-Villegas, Ph.D.**

**CSULA SHESS Advisor**

**College of Engineering Computer Science & Technology  
California State University, Los Angeles**



# 2015 SHPE National Conference

Date: Nov. 11-15

Location: Baltimore, Maryland

Contact: [shess.csula@gmail.com](mailto:shess.csula@gmail.com)





# BOOK A TRIP

Start Over

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UPGRADE TO DELTA COMFORT+ | Enjoy complimentary beer, wine & spirits, extra legroom and Sky Priority® Boarding [Learn More](#)

## FLIGHTS

TUE  
10  
NOV

**LAX** → **BWI**  
10:55 PM 09:05 AM  
ARRIVES NEXT DAY

DL 1406, DL 1737  
7h 10m | 1 STOP

Main Cabin (X) |  
Main Cabin (X)

Price per Passenger **\$284<sup>56</sup>**

Taxes, Fees and Charges **\$66<sup>54</sup>**

[Details](#)

[Select Seats](#)

[Complete Delta Air Lines Baggage Information](#)

SUN  
15  
NOV

**BWI** → **LAX**  
4:45 PM 10:40 PM

DL 1189, DL 2004  
8h 55m | 1 STOP

Main Cabin (X) |  
Main Cabin (X)

[Complete Delta Air Lines Baggage Information](#)

[Details](#)

[Select Seats](#)

4933 Medallion® Qualification Miles (MQMs) earned  
1425 Miles earned<sup>1</sup>

285 Medallion Qualification Dollars (MQDs) earned<sup>2</sup>

[MILEAGE CALCULATOR](#)

Select one

You've selected a Pay With Miles-eligible itinerary. Main Cabin tickets purchased using Pay With Miles may not be eligible for Upgrades. Pay with Miles tickets are eligible for mileage accrual for any portion of the base fare or surcharges paid in currency.

YOUR CURRENT MILES BALANCE: 59,129

MAXIMUM DISCOUNT PER PASSENGER: \$351.20

Total Price **\$351<sup>20</sup>**  
USD

## SEATS

LAX → DTW DTW → BWI BWI → SLC SLC → LAX

1

Ernesto Covarrubias

### UPGRADE TO FIRST CLASS

With maximum comfort, Sky Priority®, and complimentary spirits, you're first every step of the way.

**\$402<sup>50</sup> \***

\*per person each way, includes taxes/fees.

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Flex this fare for just **\$399<sup>00</sup> \***

\*per person each way, includes taxes/fees.

[UPGRADE](#)

[SELECT SEATS](#)

## PASSENGERS

Are You Travelling?

☒ YES

☐ NO

1  
Passenger Information

If the full name below is not an exact match to the name on your government-issued identification, edit your Passenger Info. This Secure Flight Passenger Data is for use by the Transportation Security Administration Only.

PREFIX	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
Mr	Ernesto		Covarrubias	
FREQUENT FLYER PROGRAM		FREQUENT FLYER NUMBER	SKYBONUS/BLUEBIZ NUMBER	
Delta Air Lines / SkyMiles		9314160343		
GENDER	DATE OF BIRTH	KNOWN TRAVELER NUMBER	REDRESS NUMBER	
Male	06-13-1992			

## Contact Information

### DEVICE TYPE

Cell

### COUNTRY

United States (1)

### PHONE NUMBER

323 - 945 - 4900

### EMAIL

ernlec613@yahoo.com

[Edit Passenger/Contact Info](#)

## TRIP EXTRAS

### It's About The Journey, Not Just The Destination

Perk up your flight with Wi-Fi, beverage vouchers and other extras that complement your trip before, during and after you fly.

ADD EXTRAS

## TRIP INSURANCE

\*REQUIRED: PLEASE SELECT YES OR NO TO CONTINUE

Protect your \$351.20 trip for \$22.83 per passenger. **✓Recommended**

Travel Insurance from Allianz Global Assistance includes:

Reimbursement of cancelled trip costs due to covered injury, illness, or other covered reasons  
Up to 150% trip interruption coverage of ticket costs  
Travel delay coverage

Terms, conditions and exclusions apply. [Learn More](#)

"It's wise to always consider a travel protection plan to cover your trip costs from the unexpected."  
- *Frommer's*, May 2015

Product available to residents of all states except WA.  
Plans underwritten by Jefferson Insurance Company or BCS Insurance Company.  
AGA Service Company is the licensed producer and administrator of this plan.

Please make a selection before proceeding.

**\$22.83**

covers all passengers for your entire trip

YES NO

## PAYMENT

\*REQUIRED

Delta uses a secure connection to protect the privacy and security of your personal information.

Earn up to an additional 2 miles per dollar on this purchase when you use your Delta SkyMiles Credit Card. (Terms and Conditions).

Amount Due **\$351.20** USD



### SELECT A CARD FROM MY WALLET

American Express, \*\*\*\* \*1001, exp 09/201

### SECURITY CODE\*

Enter Code

Use a different form of payment  
Or Use eCredits  
or Gift Cards as Payment

When you click Complete Purchase, you agree to all terms and conditions below.

[CURRENCY CALCULATOR](#)

[COMPLETE PURCHASE](#)

## TERMS AND CONDITIONS

### SKYMILES EARNING

\*For travel beginning January 1, 2015 Delta-marketed or -booked flights will earn miles based on ticket price (base fare plus any carrier-imposed surcharges) up to 75,000 miles per ticket.

\*The Medallion Qualification Dollars (MQD) requirement for earning 2015 Medallion status is effective as of January 1, 2014.

### GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No refunds apply until you receive confirmation that payment was received and processed. View Fare Rules, Change & Cancellation Policies. | This ticket is **Changeable / Nonrefundable**. Fees may Apply.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependent on the rate of exchange at time of transaction.

In-flight services and amenities may vary and are subject to change.

Final Baggage fees will be assessed and charged at time of check-in. Baggage fees may change based on the class of service or frequent flyer status.

**Early: July 1 – September 30****Regular: October 1 – October 24**

Our competitively priced plans offer you a great event at a fraction of what other organizations charge.

	<b>Students Early / Regular</b>	<b>Graduate Early / Regular</b>	<b>Professionals Early / Regular</b>	<b>Non- Members</b>
<b>Wednesday Lodging</b>	<b>\$300 / \$375</b>	<b>\$300 / \$375</b>	<b>\$400 / \$475</b>	<b>N/A</b>
<b>Thursday Lodging</b>	<b>\$250 / \$325</b>	<b>\$250 / \$325</b>	<b>\$375 / \$450</b>	<b>N/A</b>
<b>Programs Only</b>	<b>\$200</b>	<b>\$200</b>	<b>\$300</b>	<b>\$500</b>
<b>Career Fair Only</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$100</b>
<b>Single Room (Weds)</b>	<b>N/A</b>	<b>\$500 / \$575</b>	<b>\$500 / \$575</b>	<b>N/A</b>
<b>Single Room (Thurs)</b>	<b>N/A</b>	<b>\$475 / \$550</b>	<b>\$475 / \$550</b>	<b>N/A</b>

**Register****Register****Register****Register**

# A.S.I Board of Directors Meeting

## Meeting Called By:

Chair Ejmin Hakobian, A.S.I. President

Date: Thursday, November 19, 2015

Time: 3:30-6 pm

## Type of Meeting: Special

Location: U-SU Los Angeles Room, 303

Attendees: Board of Directors & General Public

### I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of agenda for Thursday, November 19, 2015
- d. Adoption of minutes for Thursday, November 5, 2015

### II. Public Forum:

- a. This time is allotted to members of the public to address the board.

### III. Special Presentation:

### IV. Action Items:

- a. **Finance Committee Funding Proposals** – The Board will take action on funding proposals approved at an unofficial Finance Committee meeting held on Friday, October 30, 2015.
  - I. Society of Hispanic Engineering and Science Students – Star Wars VII: The Force Awakens – Advanced Private Screening - \$2,675 **12/17/15**
  - II. Golden Eagle Automotive Racing – Star Wars: The Force Awakens Private Screening - \$1,296.00
  - III. Japanese Student Association – Japanese Cultural Festival Trading Card Games/Super Smash Bros – snack event - \$1,765.92
- b. **Appointment for Vacant A.S.I. and Campus Committee Positions** – Board of Directors will consider students for appointment to the following vacant A.S.I. and student committee positions:
  - i. A.S.I. Internal Committee Appointment(s)
  - ii. University Wide Committee Appointment(s)
- c. **Elections Committee Code of Procedure Policy 004-** The committee will have a first reading of the Elections COP and review the Timeline – Presented by the Elections & Orientation Commissioner
- d. **Policy 213 Academic/Student Organization Travel** – The Board will take action on suggested changes approved by the Finance Committee and Bylaws Committee
- e. **A.S.I. Direct Funding Allocation Guidelines 2015-16** – The Board will take action on suggested changes approved by the Finance Committee and Bylaws Committee
- f. **Judicial Review Committee Code of Procedure Policy 301** – The Board will take action on the suggested changes to the policy approved by the Bylaws Committee.
- g. **Executive Director Administrative Assistant Position** – The Board will review the job description and take action on recommended changes approved by the Personnel Committee.

### V. Discussion Items:

### VI. Information Items:

### VII. Reports:

Tel: (818) 645-4760

Fax: (818) 645-6415

www.usu.edu/asi

# ASI

Association of Students, Inc.

Your Student Government  
For the Students, By the Students

- a. A.S.I. President: **Ejmin Hakobian**
- b. A.S.I. Vice President for Administration: **Samuel Garza**
- c. A.S.I. Vice President for Academic Governance: **Nicole McCue**
- d. A.S.I. Vice President for Finance: **Antonio Canzona**
- e. A.S.I. Vice President for External Affairs and Advancement: **Jason Fontenette**
- f. A.S.I. Secretary/Treasurer: **Joselyn Diaz**
- g. A.S.I. Board of Directors
- h. A.S.I. Staff : **Dena Florez, Marcus Rodriguez, & Intef W. Weser**
- i. University Designee: **Letycia Gomez**

## VIII. Adjournment:



Tel: (323) 943-4700

Fax: (323) 943-6416

[www.asi-stu.org](http://www.asi-stu.org)

5151 San Vicente Blvd, Room 103

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

**Contact**  
 Officer Name: Ernesto Covarrubias  
 Officer Title: President  
 Address: 2556 Fabela Ave.  
 City/State/Zip: Commerce/CA 90040  
 Phone & Email: (323) 945-4900 & ecovarr@calstate.edu  
 Officer Signature: *Ernesto*

**Organization**  
 Club/Organization: Society of Hispanic Engineering and Science Students  
 Event Title: Star Wars VI: The Force Awakens - Advanced Private Screening  
 Date(s) of Event: 17-Dec-2015 Quarter: Fall (Winter) Spring  
 Location of Event: Edwards Alhambra Renaissance  
 Expected Total Attendance: 214  
 Expected Attendance of Cal State L.A. Students: 214

**Event Description and Total Cost Breakdown**  
 Is the event open to all Cal State L.A. students? YES  
 How will this program enhance the Cal State L.A. experience?  
 Develop/implement programs benefiting students, and provide resources in employment and social well being to students seeking to become engineers, or any other interdisciplinary major!

Hospitality	
Description	Amount
Marketing	
Description	Amount
Honoraria/Contracts	
Description	Amount
Other	
Description	Amount
Private Screening Total	\$2,675.00
Auditorium #7 with 214 seats	

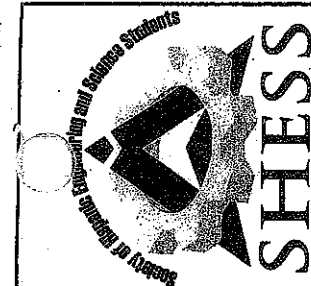
**Event Summary**  
 Total Cost of Event: \$2,675.00  
 Amount Requested from A.S.I.: \$2,675.00  
 Amount from other sources: \$0.00  
 What other resources are you employing for this event?  
 Our organization already approached the College of ECST and they have agreed to support any additional marketing and promotional expenses.

**Approved Amounts**  
 Hospitality: \_\_\_\_\_  
 Honoraria/Contracts: \_\_\_\_\_  
 Marketing: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 U.S.U.: \_\_\_\_\_  
 Total: \_\_\_\_\_

Proposal Number: \_\_\_\_\_  
 RPP Deadline: \_\_\_\_\_  
 Funds Expire: \_\_\_\_\_  
 Account: \_\_\_\_\_

Recognized?: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
☐ BOD / ☐ Finance

**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



**Cal State LA**  
 School of Engineering  
 Computer Science  
 & Technology

PRICE: \$15

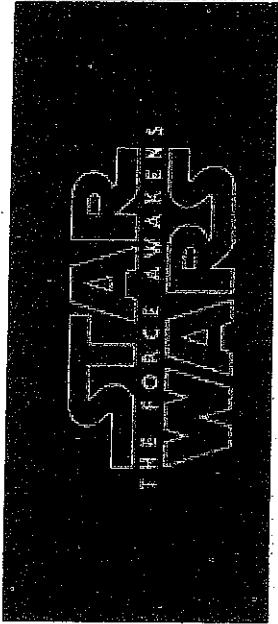
SHLESS EMAIL:  
 SHLESSCSULA@GMAIL.COM

SHLESS WEBSITE:  
 SHLESSCSULA.WEBLY.COM

FACEBOOK:  
 SHLESS CSULA

TWITTER:  
 SHLESS CSULA

INSTAGRAM:  
 @SHLESSCSULA



# STAR WARS VI: THE FORCE AWAKENS ADVANCED PRIVATE SCREENING

**THURSDAY DEC. 17, 2015  
 EDWARDS ALHAMBRA  
 RENAISSANCE 14 & IMAX  
 7:00PM - 9:40PM**

We are excited to announce that the College of Engineering, Computer Science, and Technology (ECST) and the Society of Hispanic Engineering and Science Students (SHLESS) at Cal State LA will be holding a special **ADVANCED** Screening of Star Wars VI: The Force Awakens on Thursday, December 17, 2015 at 7:00pm! First come, first serve! We would advise you to arrive at 6:00pm or earlier to ensure that you get the seats that you want. The movie will begin promptly at 7:00pm, so don't be late! Please note that we have a limited number of seats, and we will sell out (quickly). Get excited, and may the force be with you!!! For more information, please contact SHLESS at shless.csula@gmail.com.



Ernie Covarrubias <ernie613@gmail.com>

## RE: Your Private Screening at Regal Cinemas

3 messages

Kaily Church <kaily.church@regalcinemas.com>  
To: "ernie613@gmail.com" <ernie613@gmail.com>

Tue, Oct 27, 2015 at 3:49 PM

# REGAL Groups & Screenings

Dear Ernie Covarrubias,

I am excited to let you know that we have confirmed availability for your private screening, and can move forward with your screening. Below are the details that we had discussed. Please review the details for accuracy, as well as the terms and conditions including payment options.

In order to confirm your private screening, please respond to this email letting me know you would like to move forward. I will need to hear from you within the next few days as space & availability is limited, and I cannot guarantee availability for your screening until I hear from you.

Upon receipt of your email, I will book the screening with the ALHAMBRA RENAISSANCE STADIUM 14 & I theatre, and send your Private Screening Confirmation details about a week prior to the screening date.

Regal Entertainment Group can also provide everything you need to create an ideal meeting & movie event: presentation on screen, microphones, audio video equipment services, lighting, catered food options, event staffing, and even more event services! Let me know if you would like more information about those services.

Respectfully,

Kaily  
kaily.church@regalcinemas.com  
(303) 300-9279

### Screening Details

#### Movie Title & Format of Film:

Star Wars VII: The Force Awakens will be shown in 2D

#### Screening Date:

12/17/2015

### Theatre Location:

ALHAMBRA RENAISSANCE STADIUM 14 & I  
1 East Main Street  
Alhambra  
CA  
91801-3514

### Screening Auditorium Number & Seat Count or # of Attendees:

Auditorium # 7 with 214 seats

Number of Attendees: 214

### Screening Time:

Auditorium Access Starts: 6:30pm

Movie Start Time: 7:00pm

Access Ends: 9:40pm

### Number of Tickets Purchased:

Adult Group Ticket Rate: \$12.50

Number of Adult Group Tickets Purchased: 214

Child Group Ticket Rate: \$0.00

Number of Child Group Tickets Purchased: 0

**Private Screening Total: \$2,675.00**

### Terms & Conditions

Private screenings are premiere showings and discounts are not available.

Due to film studio contracts, movies and admission prices are subject to change without notice.

To maintain the theatre's published daily show times, all private screening show times must begin as scheduled per your confirmation.

Attendees may arrive 30 minutes prior to the show time.

All concessions must be paid for on the day of the screening at the theatre (cash or credit card).

No outside food or beverage will be permitted into the theatre.

A confirmation notice and an invoice based upon expected *Total Number of Attendees* (non-business hours screening) or the auditorium seat count (regular business hours screening) will be sent to the customer via email three to seven days in advance of the screening date.

Please bring your confirmation to the theatre on the day of your screening as the confirmation number is needed to identify your reservation and allow the theatre to issue the admission tickets.

In the event of weather conditions prohibiting your group from attending, other accommodations or arrangements will be solely at Regal Entertainment Group's discretion.

Coupons, Passes or Discount Offers of any type are not accepted for Private Screenings.

### Non-Business Hours Screenings

Every attendee of the screening must purchase a ticket.

Unfortunately there are no complimentary tickets for organizers, teachers, chaperones or drivers.

If additional attendees to the *Total Number of Attendees* stated on the invoice arrive on the day of event, additional tickets will be sold at the theatre box office only if seating is available.

Customer must submit expected *Total Number of Attendees* to Regal Group Sales department no later than 72 business hours prior to the screening date.

### Payment

Payment is due at the theatre at least 72 business hours prior to the day of the show, or on the day of the show.

**Payment Methods Accepted:** Credit Cards, Corporate or Organizational Checks, Money Orders, and Cashier's Checks. Unfortunately we do not accept Personal Checks or



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

## ADMINISTRATIVE MANUAL

# **Funding Policy**

**Policy 204**

Approved: 07/05/02  
Amended: 04/04  
Amended: 04/05/07  
Amended: 05/10/07  
Approved: 01/04/08  
Amended: 06/07/12  
Amended: 09/20/12  
Amended: 07/17/14  
Amended: 10/09/14  
Amended: 02/05/15

### 1.0 PURPOSE:

To provide policy regarding the disbursement of A.S.I. funds that meets the needs of the corporation and the students it serves

### 2.0 REFERENCES:

[HTTP://WWW.COOPAMERICA.ORG/PROGRAMS/SWEATSHOPS/WHATTOKNOW.CFM](http://www.coopamerica.org/programs/sweatshops/whattoknow.cfm)

### 3.0 POLICY:

The Associated Students, Incorporated (A.S.I.) will provide funding in a manner consistent with the state guidelines for the distribution of student body funds. In addition, A.S.I. at Cal State L.A. has placed additional general stipulations on all funding as a means of leveraging A.S.I. dollars to the best use of the students served.

### 4.0 DEFINITIONS:

- Internal Funding Requests – Requests made by Associated Students, Inc. as part of the administrative function of the corporation
- External Funding Requests – Requests made by university-recognized organizations, academic departments, and university administrative units to provide supplemental financial assistance

### 5.0 PROCEDURE:

#### a) Requesting Funding

- i) A.S.I. will accept proposals one full quarter before the initial date of an event.
- ii) Clubs and organizations must submit time-stamped funding requests no less than 10 business days prior to the date of the event to receive funding, with the exception of the first Finance Committee meeting of every quarter.
- iii) Funding requests shall be submitted to the Vice President for Finance.
- iv) Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. Only members listed on the Officer Information Form can present their request at the Finance Committee meetings established by the Vice President for Finance.
- v) A.S.I. will only fund retroactively in the event of an error by A.S.I. or failure of the Finance Committee to meet on a scheduled date.
- vi) A completed Student Organization Event Registration and Reservation Form must be attached to each funding request. These forms are available in the



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



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

Center for Student Involvement, U-SU Room 204 and A.S.I. Administrative Office, U-SU Room 203.

- vii) Insurance Requirement - Student organization hosted events are not covered for liability or other insurance by Cal State L.A. or A.S.I. (excluding approved travel via Policy 213.)
  - a) Applying clubs may be required to provide additional hold harmless provisions to all contracts and agreements.
  - b) Applying clubs may also need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and A.S.I. as additional insured.

If the student organization would like to purchase Special Event Insurance for a particular event, please contact the Center for Student Involvement.

- vii) A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the committee. The estimate must include a specified merchant and price of item/s.
- viii) A flyer with an A.S.I. approved logo must be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the committee.
- ix) If multiple clubs cosponsor an event, a Cosponsor Agreement Form, detailing the percentage of the event's cost to be paid by each club, must be signed by all the club presidents.
- x) A.S.I. funding allocated to student organizations shall be distributed using the following formula, where "TF" represents the total funding amount allocated for student organizations for the current fiscal year. The actual amount will be recommended by the Executive Director and approved by the Finance Committee.
  - (TF \* .25) = Fall quarter funding
  - (TF \* .33) = Winter quarter funding
  - (TF \* .33) = Spring quarter funding
  - (TF \* .09) = Summer quarter funding

b) Budget Eligibility Guidelines

- i) Budget eligibility for the upcoming fiscal year must be restricted to recognized organizations in good standing with the University and the activities must be of benefit to all CSULA students.
- ii) Failure to maintain university recognition may result in recall of remaining allocated funding.
- iii) All A.S.I. funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
- iv) Allocations are to be expended only for such items and programs approved by the A.S.I. Finance Committee and/or the Board of Directors.
- v) A.S.I. requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop-free manufacturer and provide proof the business is sweatshop free.



- a) A.S.I. will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.
  - (1) It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to create and update the specific content of this list according to published or documented research on these sweatshop-free manufacturers and their prices.
  - (2) Clubs and organizations, when requesting A.S.I. funding for clothing, will not be required to purchase only from the companies on this list however, it is strongly recommended.
- c) A.S.I. shall not fund:
  - i) Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.) unless specified the items will be used for marketing purposes or as a fundraiser
  - ii) Telephone expenses
  - iii) Athletic equipment unless specified the items will be used for marketing or as a fundraiser.
  - iv) An organization's or individual member's local, state, regional, or national membership fees
  - v) An organization's or individual member's off-campus travel expenses except as provided in the A.S.I. Travel Policy 213
  - vi) Membership recruitment of non-CSULA students
  - vii) Programs for the benefit of, or targeted to, non-CSULA students
  - viii) Activities considered high risk/liability by the A.S.I.
  - ix) External Scholarships or scholarship donation requests
  - x) Programs exclusively benefiting or targeted to members of a specific group and is not open to all CSULA students
  - xi) Race or gender specific awards ceremonies or programs
  - xii) Programs and events that provide only one side of political issues or matters that are going to be considered by voters in upcoming elections
  - xiii) Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
  - xiv) Salaries, fees, honorariums for CSULA instructors, tutors, or faculty;
  - xv) Program equipment costing over \$300.00 that does not have at least three (3) written estimates
  - xvi) Events held off-campus without University supervision or direction
- d) A.S.I. funded events shall be held on campus unless a compelling reason can be made as to why the University is not a proper venue for the event. A written reason must be provided with the funding proposal if requesting funds for off campus events.
- e) To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the A.S.I. Executive Director. Consultations can be accessed on a walk-in or appointment basis.



- f) Payments are not guaranteed for expenditures not associated with programs previously approved by the A.S.I. Finance Committee/Board of Directors. Allocations and approved payments are tentative until the student organization receives official A.S.I. notification in the form of the Allocation and Stipulations Funding Award Letter. This notice is an indication that an allocation has been included in the A.S.I. Budget.
- g) A.S.I. will distribute A.S.I. Direct Funding Allocation Guidelines to CSULA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which A.S.I. will fund club/organization events <http://www.asicsula.org/orgs/funding>.
  - i) The specific content of these guidelines will be, unlike common A.S.I. Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
    - a) The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the A.S.I. Finance Committee.
  - ii) It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.
- h) For PAYMENT or REIMBURSEMENT of an approved expenditure, do the following:
  - i) Ensure that A.S.I. has updated University paperwork of your Recognition, Signatories, and Good Standing.
  - ii) Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses.
  - iii) Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.
    - a) If approved for food from UAS the club is responsible for finalizing with UAS a final Banquet Event Order (BEO) provide a copy of the event flyer, and award letter to UAS and to A.S.I. within seven business days of the award.
    - b) The A.S.I. Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.
    - c) A.S.I. will coordinate payment with UAS via the CSU Policy 209 - Hospitality, Payment, or Reimbursement of Expenses (<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Procedure/ap209.pdf>).
  - iv) Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.
  - v) Requisition for Payment should be provided to A.S.I. with notice of event execution and follow up with original receipts for event costs within 15 business days for check processing with copies of fliers, etc., to A.S.I. along with original receipts.
    - a) All approved expenses must be listed on the requisition for payment.
    - b) If the Request for Payment is not submitted within 15 business days, A.S.I. has the right to revoke the previously approved funding requested sum

and not pay the organization and/or vendor. At this time, the organization requesting funds would become solely responsible for any remaining balance from their event NOT A.S.I.

- c) Flier samples serve as documentation that the program was marketed to the entire campus and promotes A.S.I. sponsorship.
- i) The A.S.I. Vice President for Finance and A.S.I. Administrative Office will oversee and track all allocations and disbursements providing the Finance Committee and Board of Directors with regular updates. See Policy 210 for details on the Request for Payment (RPP) process.
- j) To avoid deficit spending, the A.S.I. Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the A.S.I. President and A.S.I. Vice President for Finance.
- k) Any A.S.I. funded group considering cosponsoring an event must follow the established A.S.I. Co-sponsorship expectations outlined by the A.S.I. Administrative Office and put in writing; Co-sponsorships are defined as "events that are planned and executed by two or more campus-recognized student organizations or with the A.S.I."
  - i) If multiple clubs sponsor an event, the maximum award for that event shall be \$3,000 for the first club plus an additional \$1,000 for each club co-sponsoring that event.
    - a) Reimbursements will be issued to each individual club for no more than the approved amount.
- l) Fliers need to have "Funded by the Associated Students, Inc.", and/or a copy of the A.S.I. Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, A.S.I. cannot fund events for which the "Funded by the Associated Students, Inc.," or a copy of the A.S.I. Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original receipts and submitted to the A.S.I. business office upon request for payment. The A.S.I. Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary on all flyers:
  - i) "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- m) When programs require a contract with A.S.I., the contract should be completed before the program date.
- n) Approved allocations are assigned appropriate expiration dates determined by the A.S.I. Finance Committee and/or A.S.I. Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to A.S.I. for additional allocations from the "Unallocated Funds" line item. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with A.S.I. office and operating hours and University holidays.
- o) No club shall be awarded more than \$3,000 in one quarter.

[Menu](#)

## Academic Calendar

[Academics \(/academics\)](#)[Office of the Vice Provost for Academic Affairs \(/associateprovost\)](#)[About the Vice Provost \(/vice%20provost/about-vice-provost\)](#)[Office of Graduate Studies \(http://www.calstatela.edu/graduatestudies\)](http://www.calstatela.edu/graduatestudies)[Center for Effective Teaching & Learning \(http://www.calstatela.edu/cetl\)](http://www.calstatela.edu/cetl)[Center for Engagement, Service, and the Public Good \(http://www.calstatela.edu/engagement\)](http://www.calstatela.edu/engagement)[Semester Conversion \(http://web.calstatela.edu/academic/aa/semester/\)](http://web.calstatela.edu/academic/aa/semester/)

Key Dates: Fall 2015 through Spring 2017

### FALL QUARTER 2015

September 24	Fall Quarter; classes begin
November 11	Veterans Day; University closed
November 26-29	Thanksgiving Holiday; University closed
December 7-12	Final examinations
December 13-January 3	Student recess

### WINTER QUARTER 2016

January 4	Winter Quarter; classes begin
January 18	Martin Luther King Jr.'s birthday; University closed
March 14-19	Final examinations
March 20-27	Student recess

## SPRING QUARTER 2016

March 28	Spring Quarter; classes begin
March 31	Cesar Chavez Day; University closed
May 30	Memorial Day; University closed
June 6-11	Final examinations
June 10, 11, 12	University Commencements
June 13-19	Student recess

## SUMMER TERM 2016

June 20	Summer term begins
July 4	Independence Day; University closed
July 30	Summer term ends

## FALL SEMESTER 2016

August 22	Fall Semester; classes begin
September 5	Labor Day; University closed
November 11	Veterans Day
November 23	Finals Study Day; no classes
November 24-27	Thanksgiving Holiday; University closed
December 6-10	Final examinations
December 11-January 2	Student recess

## WINTER INTERSESSION 2017

January 3	Winter Intersession begins
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January 16	Martin Luther King Jr.'s birthday; University closed
January 21	Winter Intersession ends

## SPRING SEMESTER 2017

January 23	Spring Semester; classes begin
March 27-April 2	Spring Break
March 31	Cesar Chavez Day; University closed
May 15	Finals Study Day; no classes
May 16-20	Final examinations
May 22, 23, 24	University Commencements

### Students

[Undocumented Students](#)  
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### Future students

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**Campus Resources**

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