

ASI Associated Students, Inc.

Funding Request Form

2016-17

...For the Students, by the Students!

Necessary Documents:

- Event Flyer w/ A.S.I. Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

Contact

Organization

Club/Organization: Gamma Theta Upsilon - Lambda Pi Chapter
 Event Title: American Association of Geographers Annual Meeting
 Date(s) of Event: 4/5/17 Quarter: Spring
 Location of Event: Boston, MA Hynes Convention Center
 Expected Total Attendance: 9,500
 Expected Attendance of Cal State LA Students: 2

Event Description and Total Cost Breakdown

Briefly describe the event:

As one of the largest geographic conferences in the world, the AAG Annual Meeting and Exhibition will host as many as 9,500 geographers, GIS specialists, and environmental scientists from around the world.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

Students attending this conference will be able to present their current research, receive feedback on their projects, learn about other current research in their fields, as well as network with other geographers.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount
Transportation \$370.00 x 2	\$740.00
Lodging \$700 X 2	\$1,400.00
Conference Registration \$265 x 2	\$530.00

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$2,670.00
 Amount Requested from A.S.I.: \$2,000.00
 Amount from other sources: \$600.00

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.

What other resources are you employing for this event?

NASA DIRECT STEM Travel Stipend - \$600

All forms must have a Time Stamp and

staff initial: je

'17 MAR 2 pm 8:39:42

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: Gamma Theta Upsilon - Lambda Pi Chapter

PHONE:

DATE: 2/28/17

EVENT CONTACT NAME: Deanna Nash

EMAIL: dnash2@calstatela.edu

NAME OF EVENT: American Association of Geographers Annual Meeting

LOCATION: Boston, MA

EVENT DATE: 4/5/17 - 4/9/17 BEGIN TIME: 8:00 AM 4/5/17 END TIME: 5:00 PM 4/9/17 ESTIMATED ATTENDANCE: 2

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:

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR TOURNAMENT FOREST CLEAN-UP INTERNATIONAL TRAVEL
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

As one of the largest geographic conferences in the world, the AAG Annual Meeting and Exhibition will host as many as 9,500 geographers, GIS specialists, and environmental scientists from around the world. Students attending this conference will be able to present their current research, receive feedback on their projects, learn about other current research in their fields, as well as network with other geographers.

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 provided by the conference

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.

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):

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."

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: Deanna Nash
SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): Deanna Nash
DATE: 2/28/17

ADVISOR'S NAME: Kristine Bezdecny
SIGNATURE: [Signature]
DATE: 2/28/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 2.28.17
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: 4/3/2017

NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

FA to email gen release + emergency contact form

February 28, 2017

To Whom It May Concern:

This is a letter, stating my strongest support for the Honors Geographical Society, Gamma Theta Upsilon - Lambda Pi Chapter to obtain travel funding for their research presentations at the Annual Meeting of American Association of Geographers (AAG), April 5 – 9, 2017. The AAG annual meeting attracts the top scientists and academic researchers in geography to share their recent discoveries and advances with peers from around the world. Our Gamma Theta Upsilon students are going to present their research at the meeting in the form of talks and posters. This conference serves multiple goals for them.

1. Students attending this conference will receive feedback on their research, so they can incorporate new ideas and analyses techniques into their thesis work to produce a very high quality thesis and possible publication for a peer-reviewed journal.
2. They will network and meet many other geographers in their fields of interest.
3. They will be learning and expanding their horizons in research development and their future directions in research.

Gamma Theta Upsilon – Lambda Pi Chapter has recently reorganized to be an acknowledged student organization on campus and the students in this group are held to high academic standards in the field of geography. This conference participation is critical for their future career advances and research direction. AAG is a costly conference in an expensive city (Boston). The Department of Geosciences has agreed to fund a portion of their travels, using a NASA DIRECT STEM travel stipend, up to \$600.00 total for the trip. However, this will not be enough to cover the lodging and travel expenses. Without support from your office, these students would not be able to present their research in this important conference. I would very much appreciate if you would fund the travel and lodging for this group.

Sincerely yours,

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

Hengchun Ye, Chair of the Department of Geosciences



CAL STATE LA

CALIFORNIA STATE UNIVERSITY LOS ANGELES

March 2, 2017

Associated Students, Inc.
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032

To Whom It May Concern:

I am writing to offer my strongest support for the Honors Geographical Society, Gamma Theta Upsilon - Lambda Pi Chapter to obtain travel funding for their research presentations at the Annual Meeting of the American Association of Geographers (AAG), April 5 – 9, 2017. As one of the largest geographic conferences in the world, the AAG Annual Meeting and Exhibition will host as many as 9,500 geographers, GIS specialists, and environmental scientists from around the world. Our Gamma Theta Upsilon students are going to present their research at the meeting in the form of talks and posters. This conference serves multiple goals for them.

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Sincerely,

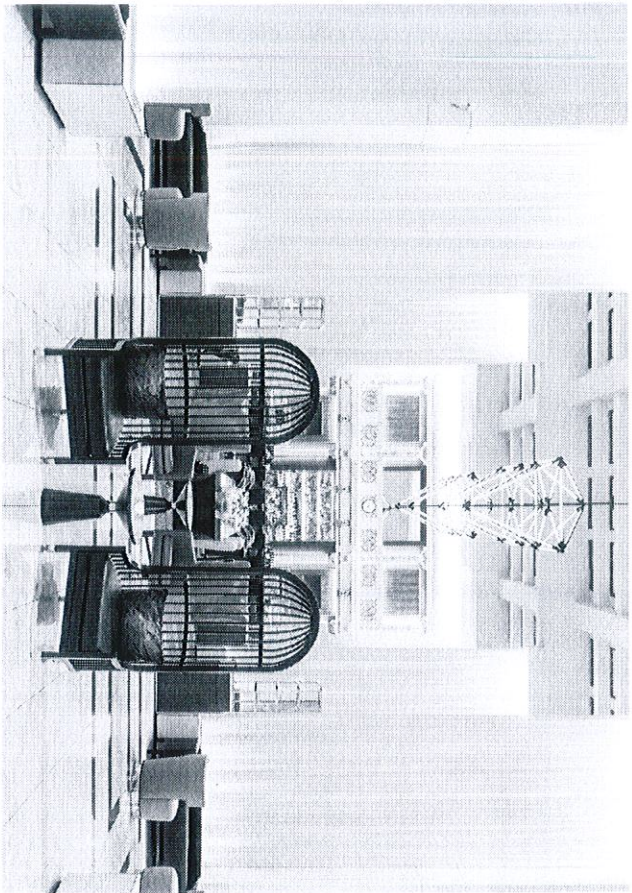
Pamela E. Scott-Johnson, Ph.D.
Dean, College of Natural and Social Sciences

COLLEGE OF NATURAL AND SOCIAL SCIENCES

Office of the Dean

1/4/2017

Provide reservation details on Boston Park Plaza



Boston Park Plaza

close

250 PARK PLAZA W. ARLINGTON STREET BOSTON, Massachusetts 02116, United States

Rooms > Reservation details

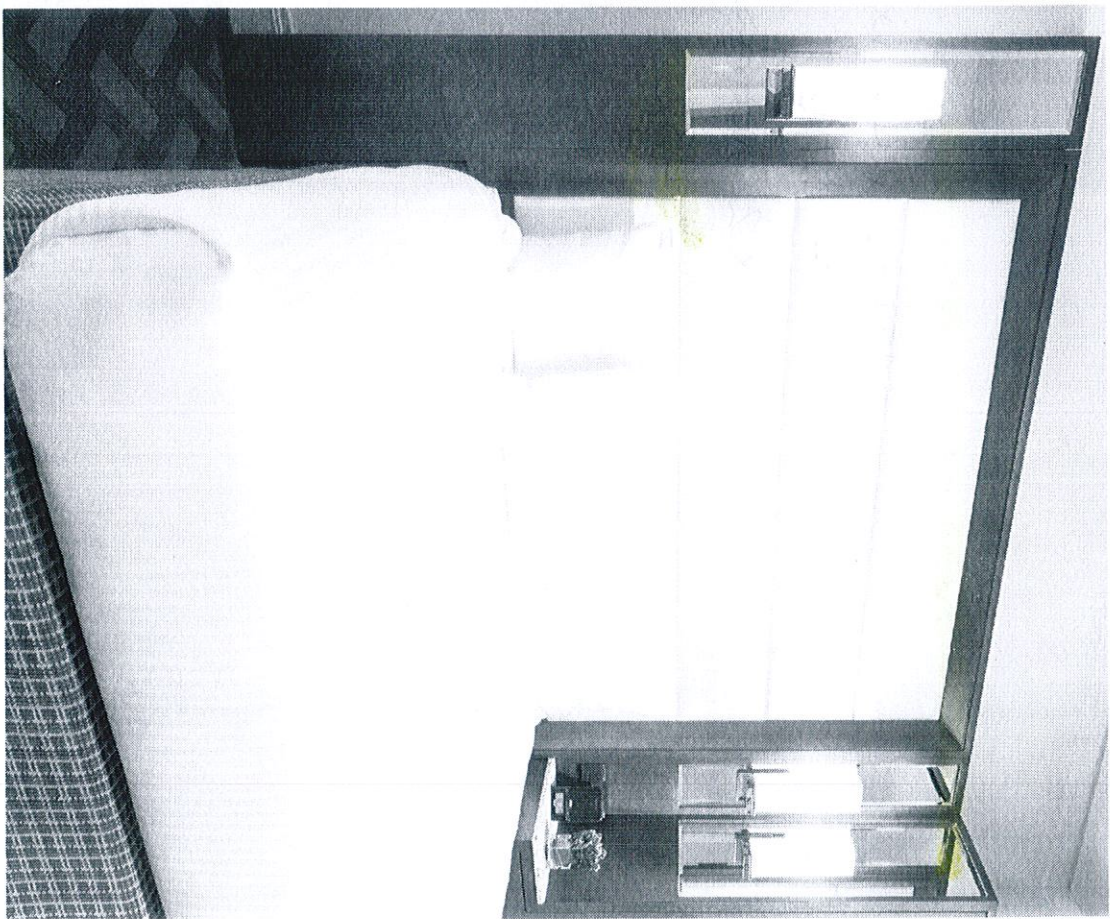
Model: 1344

https://bostonparkplaza.rztrmp.com/classic/en/bookings?806-40854981291650841541&adults_currency=1.50

2/4

1/4/2017

Provide reservation details on Boston Park Plaza



Cozy Queen with 1 Queen Bed

Wed, Apr 05 - Sun, Apr 09 Adults: 2 Children: 0
[cancel details]

https://bostonparkplaza.rztrmp.com/classic/en/bookings?806-40854981291650841541&adults_currency=1.50

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* indicates required field
 required* First name
 required* Last name
 required* Email

Special offer

American Association of Geographers Annual Meeting [offer details](#)

ADDITIONAL ROOM REQUESTS

Additional guests

First name *

Last name *

179.00 x 4 nights
 = \$716
 x 2 rooms
 = \$1432

EXTRA INFORMATION ABOUT YOUR VISIT

Arrival information*

- Boston Park Plaza
- 50 Park Plaza at Arlington Street,
- Boston
- MA
- 02116
- 800.225.2108

Loading

Ship header

BOSTON PARK PLAZA

My bookings

Your confirmation code [View details](#) [Print details](#) Your email [View email](#)

Logout

Language: [en_US](#)

- ALL
- ENR
- ENR
- ENR

- Services and Packages
- Hotel Details
- Map
- Hotel Photos

All rooms include:

- New interactive smart TVs with complimentary premium channels
- Entertainment streaming via Chromecast
- Pure by GLOSS® bath amenities from Switzerland
- David Barton Gym Access
- Beeside USB charging ports
- 100% black-out shades
- Electronic in-room Safe

Both in history. The Boston Park Plaza has distinguished itself with classic elegance and personalized service that continues to attract travelers from all over the world who visit Boston for business, leisure, or special events.

This Hotel Features:

- On Site Valet and Self Parking (charges apply)
- Premier Back Bay location
- We are delighted to offer our guests the following privileges, services, and value added amenities via our mandatory Facility Fee of \$17.17 (inclusive of tax) per room, per night:
 - Complimentary Baggage Storage
 - Complimentary Access to David Barton Fitness Center
 - Complimentary Press-Reader access
 - Personalized in-room entertainment via Chromecast streaming services
 - Unlimited WiFi access for up to 6 devices

flight lax to boston

Flights

Round trip One way Multi-city Economy 1 adult

LAX Los Angeles

BOS Boston

Wed, April 5

Sun, April 9

Stops Price Airline Times More



Choose an outbound flight

Sort by price • Best

\$313 round trip

Date tip: Save \$49 if you return on Mon, Apr 10
Return 1 day later

Best flights [Learn more](#)

\$378 round trip	jetBlue	7:20 AM – 3:43 PM JetBlue	5h 23m	Nonstop
\$378 round trip	jetBlue	9:35 PM – 6:02 AM ⁺¹ JetBlue	5h 27m	Nonstop
\$408 round trip		9:32 PM – 6:09 AM ⁺¹ Delta	5h 37m	Nonstop
\$361 round trip		1:30 PM – 10:13 PM American	5h 43m	Nonstop
\$361 round trip		3:35 PM – 12:16 AM ⁺¹ American	5h 41m	Nonstop
\$361 round trip		10:30 PM – 7:12 AM ⁺¹ American	5h 42m	Nonstop
\$370 round trip		5:50 PM – 5:49 AM ⁺¹ American	8h 59m	1 stop 2h 32m in PHX
\$401 round trip		8:20 AM – 5:05 PM American	5h 45m	Nonstop
\$404 round trip		8:25 AM – 4:45 PM Virgin America - Alaska	5h 20m	Nonstop
\$404 round trip		11:20 PM – 7:40 AM ⁺¹ Virgin America - Alaska	5h 20m	Nonstop
\$416 round trip		12:35 AM – 11:40 AM United	8h 05m	1 stop 1h 51m in ORD
\$416 round trip		8:31 AM – 6:27 PM United	6h 56m	1 stop 30m in DEN
\$416 round trip		10:40 AM – 9:57 PM Delta - Gulf Airline: DEA Delt	8h 17m	1 stop 1h 29m in RDU
\$416 round trip		6:31 PM – 5:24 AM ⁺¹ Delta	7h 53m	1 stop 1h 23m in SLC
\$416 round trip		11:25 PM – 9:47 AM ⁺¹ United	7h 22m	1 stop 57m in IAD

Register to Attend	About the Meeting	Schedule & Program	Jobs Center	Call for Papers	Grants & Awards	Get Involved	For Exhibitors & Sponsors
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[Register for the Meeting](#)

[Accessibility and Special-Service Needs](#)

[Media Passes](#)

AAG Annual Meeting Registration

The 2017 AAG Annual Meeting will take place in Boston, MA, on April 5-9, 2017.

[Register to Attend](#)

Fees

All participants must pay the appropriate registration fee (co-authors on your abstract do not need to register unless they plan to participate in the meeting). If you plan to submit an abstract, you will first need to register for the meeting. Annual Meeting registration fees may be paid online. The registration fee includes access to the meeting for either the whole conference, or one day, and access to the online program of events, as well as the mobile app. **Printed programs are now only available for purchase. Please place your order when you register.**

CATEGORY	BY	BY	AFTER
	Jan. 19	Mar. 23	Mar. 23
Abstract Submission Deadline: October 27, 2016			
Regular Member	\$295	\$345	\$365
Student Member [^] , Retired Member, Underemployed Member *	\$155	\$195	\$205
Non-Member	\$420	\$475	\$495
Student Non-Member	\$225	\$265	\$275
Companion, Spouse ^{**}	\$110	\$160	\$170
One Day Pass	\$225	\$265	\$275
Printed Conference Program ^{***}	\$10	\$10	\$10

[^] For students, joining the AAG and utilizing the lower registration fee is always less expensive than paying the non-member student fee.

* The AAG offers a reduced registration fee for our Annual Meeting to members who are unemployed or underemployed, with annual incomes less than \$25,000.

** Those registering under the Companion/Spouse category must attend with a fully registered attendee and may not formally participate in any sessions. Please mail or fax a registration form along with the registration receipt of the fully registered attendee whom you will accompany to 1710 16th Street, NW, Washington, DC 20009-3198 or Fax: 202.234.2744. **Due to PCI compliance AAG is unable to accept emailed registration forms.**



Advertising & Sponsorships

To learn about advertising and sponsorship opportunities, please contact Denise Larsen at 202-334-1450 ext. 116 or meetings@aag.org