



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: Hermanos Unidos
 Event Title: Spring Banquet 2017
 Date(s) of Event: 5/6/17 Quarter: Fall Spring
 Location of Event: Quiet Cannon 901 Via San Clemente, Montebello, CA
 Expected Total Attendance: 75
 Expected Attendance of Cal State LA Students: 75

Event Description and Total Cost Breakdown

Briefly describe the event:

Banquet is an event where we come together and commemorate both graduating seniors and undergraduate students who have excelled academically, as well as becoming prominent community leaders.

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

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

This event motivates students to become active members in their community, break out of their comfort zone, and also to become better students.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount
Dinner, dance floor, and hall	\$2,779.19

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$2,779.19
 Amount Requested from A.S.I.: \$2,779.19
 Amount from other sources:

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?

All forms must have a Time Stamp and

staff initial: M

17 MAR 6 am 11:48:50

The total cost of the event covers the cost for 50 individuals. We, Hermanos Unidos, will pay any remaining balance, including but not limited to DJ fees, decor, or any other reasonable expenses. Exact amount will depend on final head count.

Quiet Cannon

901 Via San Clemente Montebello, Ca. 90640 Ph: 323-832-1300 Fx: 323-724-0950

www.quietcannon.com

info@quietcannon.com

ilianac@quietcannon.com

Name:

CSULA - Hermanos Unidos

Type of Event:

Dinner- Dance

Date of Event:

Saturday, May 06, 2017

Phone Number:

Email Address:

Notes:

SPYGLASS II (50 Adult minimum on 5-6-2017, only)

***Estimate

#	Food	Price	Total
50	Dinner Buffet	34.95	1,747.50
			0.00
50	Unlimited Soft Drinks	3.00	150.00
			0.00
			0.00
	Total Food		1,897.50

#	Beverages	Price	Total
			0.00
			0.00
			0.00
			0.00
	Total Beverages		0.00

#	Mis.	Price	Total
1	Set Up Fee	100.00	100.00
1	Dance Floor	100.00	100.00
			0.00
			0.00
	Total Miscellaneous		200.00

Charges	2,097.50
20% Hospitality Fee	419.50
2 % Environmental Fee	41.95
Subtotal	2,558.95
8.75% Sales Tax	220.24
*** TOTAL	2,779.19

For Office Use

Estimate Prepared by: Iliana Castaneda

2/11/2017

<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Walk In
<input type="checkbox"/>	Tour Given

<input type="checkbox"/>	In Person
<input type="checkbox"/>	Emailed
<input type="checkbox"/>	By Phone

*** This is an estimate only for comparison purposes. This estimate does not constitute a contract nor is this estimate automatically part of your contract or "order". All details are to be reviewed from A - Z (except final guarantee of attendance) with the Catering Management Staff at least 4 weeks prior to your event. A formal Banquet Event Order will then be created from that discussion and submitted for your review and signature.



Associated
Students, Inc.

For the students, by the students.

HERMANOS UNIDOS:

Spring Banquet 2017

May 6th, 2017 at Quiet Cannon

901 Via San Clemente, Montebello, Ca 90640

TIME: 6:00PM-12:00AM

Cost:

\$30- active members

\$40- everyone else

Please note Hermanos Unidos has an open door policy and a non-mandatory active membership fee. Anyone, regardless of race, gender, age, religion, etc... is welcomed to be a member of Hermanos Unidos. All members of Hermanos Unidos are current students of Cal State LA.

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: Hermanos Unidos PHONE: _____ DATE: 3/6/17
 EVENT CONTACT NAME: Carlos Morales Jr. EMAIL: cmora194@calstate-la.edu
 NAME OF EVENT: Spring Banquet 2017 LOCATION: _____
 EVENT DATE: 5/6/17 BEGIN TIME: 6pm END TIME: 12am ESTIMATED ATTENDANCE: 80-75

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: Banquet

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):

Hermanos Unidos general body and graduating seniors will be awarded and recognized for their accomplishments throughout the academic year. The event will be comprised of a dinner reception, award ceremony, key note speakers (including Cal State LA staff), and finally celebratory music.

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? \$30 - active members
\$40 - everyone else

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 Quiet Cannon provides onsite security

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Quiet Cannon catering services

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 CM
 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: Hermanos Unidos, 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):

All funds collected from this event will go towards our scholarship fund.

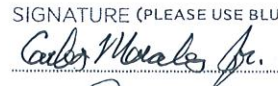

PRESIDENT: Miguel Casias SIGNATURE:  DATE: 3/6/17
 TREASURER: Carlos Morales Jr. SIGNATURE:  DATE: 3/6/17

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: Carlos Morales Jr. SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: 3/6/17
 ADVISOR'S NAME: Branca Guzman SIGNATURE:  DATE: 3/6/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

SIGNATURE

DATE

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: _____

NOTES OR UPDATES: