



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

[Redacted]

Organization

Club/Organization: League of Legends cSULA

Event Title: League of Legends pizza fundraiser

Date(s) of Event: 3/14/17 Quarter: Fall

Location of Event: Library North Main Walkway

Expected Total Attendance: 80

Expected Attendance of Cal State LA Students: 70

Event Description and Total Cost Breakdown

Briefly describe the event:

Our organization will be selling Costco pizza by the library main walkway in order to accumulate funds for future events.

Is the event open to all Cal State LA students?: No Yes

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

Our event will provide students with the oppurunity to purchase food at a reasonable price.

Hospitality

Description	Amount
Costco Pizza(8) + tax	\$86.57

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$86.57

Amount Requested from A.S.I.: \$86.57

Amount from other sources:

What other resources are you employing for this event?

[Redacted]

For Office Use Only • Do Not Write Below

Important:

- All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
- Additionally, funding request forms must be turned in in no less than 10 business days (2 weeks) prior to the event.
- Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and staff initial:

17 MAR 6 PM 10:55:05

COMPLETED



RECEIVED
2/12/17 MG



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: League of Legends at CSULA PHONE: (323) 335-0963 DATE: 2-3-17
 EVENT CONTACT NAME: Rafael Reyes EMAIL: rafael.1295@calstate-la.edu
 NAME OF EVENT: League of Legends Fundraiser LOCATION: Library North Main Community
 EVENT DATE: 3-11-17 BEGIN TIME: 11:00 AM END TIME: 3:00 PM ESTIMATED ATTENDANCE: 15

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):

Our organization will be selling coffee, pastries, water, and Pepsi for 10 fundraisers to support the community.

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: Castro

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: League of Friends Club, 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):

[Redacted area containing description of fundraiser]

PRESIDENT: [Redacted Name] SIGNATURE: [Signature] DATE: 2-27-17

TREASURER: [Redacted Name] SIGNATURE: [Signature] DATE: 2-24-17

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: [Redacted Name] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 2-24-17

ADVISOR'S NAME: [Redacted Name] SIGNATURE: [Signature] DATE: 02/27/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE

CONFIRMS THE ORG IS RECOGNIZED BY THE UNIVERSITY

[Signature]

2/27/17

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:

League of Legends Club Pizza Fundraiser

Date: March 14, 2017

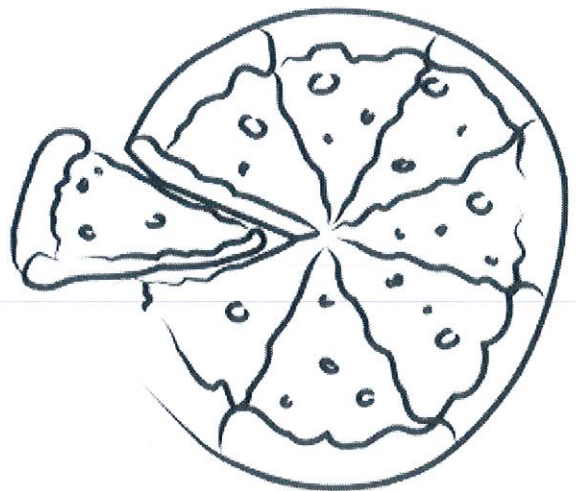
**Location: Library North Main
Walkway**

Thursday: 11:00am-3:00pm

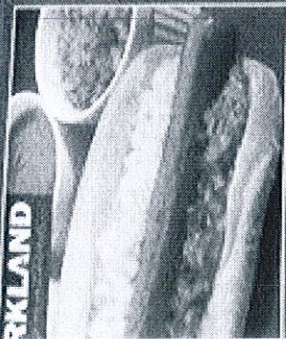
Slice of Pizza \$3



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

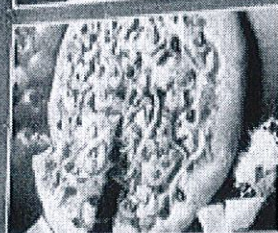


ARKLAND



PLUS
OR POLISH
(With Refill)

1.50



PIZZA
SAUCE 1.99
18" WHOLE 9.95



HOT TURKEY
& PROVOLONE
& SAUERKRAUT
3.99