



# 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: National Student Speech Language Hearing Association

Event Title: NSSLHA meeting

Date(s) of Event: 3/20/17 Quarter: Spring

Location of Event: USU Theatre

Expected Total Attendance: 100

Expected Attendance of Cal State LA Students: 100

#### Event Description and Total Cost Breakdown

Briefly describe the event:

A speech therapist will discuss Myofunctional Therapy and her experience working in different settings

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

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

It will inform students about careers in Communication Disorders

#### Hospitality

Description	Amount
UAS catered food	\$315.55

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
shirts and sweaters	\$2,105.06

#### Other

Description	Amount

#### Event Summary

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

Total Cost of Event: \$2,420.61

Amount Requested from A.S.I.: \$2,420.61

Amount from other sources: \$0.00

What other resources are you employing for this event?

NSSLHA representatives

#### 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.

#### All forms must have a Time Stamp and

staff initial:

'17 MAR 3 PM 3:06:56

----- Forwarded message -----

From: **Leos Silkscreen** <[leossilkscreen@sbcglobal.net](mailto:leossilkscreen@sbcglobal.net)>

Date: Tue, Feb 28, 2017 at 9:15 AM

Subject: Re: CSULA NSSLHA Quote

To: Crystal Garcia <[cgarc209@gmail.com](mailto:cgarc209@gmail.com)>

Hi Crystal,

100-black shirts ( 35S, 35M, 25L, 5 XL) printed 2-colors front & back @ **\$7.75ea.**

50-black zipper hooded sweaters (20S,20M,7L, 3XL) printed 1-color front & back @ **\$22ea.**

- **screens/film included in price**
- **50% deposit (+3% w/credit card)**
- **7-14 working days for completion**
- **QUOTE IS BASED ON THE ABOVE**

**COD Balance + 9% tax (+3% w/credit card)**

Cesar Bermejo,

Leo's Silk Screen Service Inc.

3120 E. Pico Blvd, Los Angeles, CA 90023

(323)266-2910 / (323)266-2425 fax

[LeosSilkscreen@sbcglobal.net](mailto:LeosSilkscreen@sbcglobal.net)

Visit our website @ [www.LeosUSA.com](http://www.LeosUSA.com)





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 # E29041  
Event Date: 3/20/2017 Monday

Client/Organization National Student Speech Language and Heari		Event Date 3/20/2017 (Mon)	Booking Contact Crystal Garcia		Event # E29041
Address 5154 State University Dr.			City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (323) 637-4338	Guests 100 (Act)
Party Name National Student Speech Language an		Sales Rep Amy Miers	Theme		Category

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	6:00 pm	Student Union	Delivery

**Food & Beverage**

Food/Service Items	Unit	Price	Total
**Deliver to Student Union Plaza at 6:00PM**			
NO DISPOSABLES			
(5) Cheese Pizza (Slice of 12)	Each	10.00	50.00
(5) Pepperoni Pizza (Slice of 12)	Each	12.00	60.00
(1) Mushroom Pizza (Slice of 12)	Each	12.00	12.00
(4) Pineapple and Ham Pizza (Slice of 12)	Each	14.00	56.00
(5) Vegetarian Pizza (Slice of 12)	Each	14.00	70.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	248.00	0.00	0.00	0.00	0.00	0.00	0.00	248.00
Service Charge	42.16	0.00	0.00	0.00	0.00	0.00	0.00	42.16
Taxes	25.39	0.00	0.00	0.00	0.00	0.00	0.00	25.39
Total	315.55	0.00	0.00	0.00	0.00	0.00	0.00	315.55

Subtotal	248.00	Paid	0.00
Tax	25.39	Balance	315.55
Service Charge	42.16		
Total Value	315.55		

*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 Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 8.75% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.*

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: National Student Speech-Language Hearing Assoc PHONE: (323) 631-4338 DATE: 01/16/17  
 EVENT CONTACT NAME: Crystal Garcia EMAIL: cgarcia2010@gmail.com  
 NAME OF EVENT: NSSLHA meeting LOCATION: Plaza Stage  
 EVENT DATE: 03/20/17 BEGIN TIME: 6:00 END TIME: 08:00 ESTIMATED ATTENDANCE: 75-100

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: Meeting

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):

This will be a second NSSLHA meeting of the semester. We will have check-in and food for our guests outside in the plaza before going into the OSU theatre to hold our meeting.

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? 200/semester

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

**FYI**



**STATEMENT REGARDING CASH TRANSACTIONS**

As an officer of: National Student Speech Language Hearing Assoc, 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):

*At this meeting we will be taking member dues \$20/semester. Dues go toward putting on events for Cal State LA students and covering dinner for our attendees during our meetings.*

PRESIDENT: Crystal Garcia SIGNATURE: *Crystal Garcia* DATE: 01/16/17  
 TREASURER: Asya Grigoryan SIGNATURE: *Asya Grigoryan* DATE: 01-16-17

**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: Crystal Garcia SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *Crystal Garcia* DATE: 01/16/17  
 ADVISOR'S NAME: Dr. Erica Ellis SIGNATURE: *[Signature]* DATE: 1/17/17

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

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

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: *[Signature]* DATE: 1/18/17

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES (DATE REQUIRED)

**NOTIFICATIONS**

PUBLIC AFFAIRS DATE: \_\_\_\_\_  ATHLETICS DATE: \_\_\_\_\_  
 IDENT. OFF. PUBLIC SAFETY DATE: 1-17-17  FACILITIES USE COORDINATOR DATE: \_\_\_\_\_

NOTES OR UPDATES



Information and Event Services  
 5154 State University Drive  
 Room 107  
 Los Angeles CA 90032  
 323.343.2465 / 323.343.2454

Revised Reservation Confirmation

**Sponsor**

Crystal Garcia  
 National Stu. Speech Language Hearing Assoc.  
 5154 State University Drive  
 Los Angeles, CA 90032

**Reservation:** 10404

**Event Name:** NSSLHA Meeting  
**Status:** Confirmed  
**Phone:** 323.637.4338  
**Email Address:** cgarcia209@calstatela.edu  
**Event Contact:** Christina Savli  
**Phone:** 323.854.9261  
**Email Address:** christina\_savli@msn.com

**Bookings / Details**

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

**Food Permit**

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.

For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

**U-SU Theater Policy**

No food or beverages are allowed inside the U-SU Theater. C.G.

Will food be served?

NO

**Monday, March 20, 2017**

**5:30 PM - 7:30 PM NSSLHA Meeting (Confirmed) U-SU Union Walkway Table 1**

Information Table for 2

Building Services:

18 inch Exterior Table

Red Canopy

Exterior Chair

1

1

**5:30 PM - 7:30 PM NSSLHA Meeting (Confirmed) U-SU Union Walkway Table 2**

Information Table for 2

Building Services:

18 inch Exterior Table

Red Canopy

Exterior Chair

1

1

**6:30 PM - 8:30 PM NSSLHA Meeting (Confirmed) U-SU U-SU Theater - 106**

Theater for 130

Room Charge:

Media Services - Theater:

Presentation Package

1

LCD Projector

1



## Bookings / Details

Quantity

*Podium with Goose-Neck Microphone*

Laptop VGA Adaptor - MAC

1

**GENERAL STATEMENT AND GUIDELINES**

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.
- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or designee.
- The Information & Event Services Office schedules space on a first-come, first-serve basis.
- The Information and Event Services Office reserves the right to:
  - Reassign facilities in order to maximize efficient and effective use of its facilities.
  - Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

**CONDUCT AND RESPONSIBILITY OF SPONSORS**

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using U-SU facilities must restore them to original condition.
- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. \*The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.\*
- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

**RESERVATION PAYMENT, PRE-PAYMENT, & INVOICING FOR EVENTS****Off-Campus Reservations:**

- Reservations cancelled more than thirty (30) days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than thirty (30) days in advance, but more than two (business days), fifty percent (50%) of collected fees will be refunded.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

**On-Campus Reservations:**

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

**PAYMENT and PRE-PAYMENT for EVENTS**

Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit at the time of the reservation request and full payment no later than ten (10) business days prior to the event or via a Purchase Order.

Reservations requested less than thirty (30) days in advance will require full payment within five (5) business days after the reservation is requested.

Reservations requested less than five (5) business days will require payment in full at the time of the reservation



request.

For events involving ticket sales, charges such as room rent, cleaning, labor, etc., an amount will be deducted from the gross ticket sales and the balance will be paid via check to the sponsoring organization. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

Reservations will be considered tentative and subject to cancellation until charges are paid in full.

INVOICING FOR EVENTS

Invoices are processed within five (5) business days after the event date. Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees.

Final charges may be significantly different than the original estimate depending on the scope of the event. \*If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.\*

The policies and procedures of the University- Student Union are hereby incorporated and made part of this agreement. It is the responsibility of the event sponsor to inform the guests and performers of these policies and procedures and ensure compliance.

The vendor/sponsor agrees to indemnify and hold harmless the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement.

Your signature below represents acceptance of this agreement. I as a representative of the above the above stated sponsor agree to abide by the policies of the University- Student Union, and all applicable University-Student Union laws and regulations.

Reservation Contact's Signature  Date 01/23/17



# NSSLHA MEETING

Join us for our 2<sup>nd</sup> meeting of the semester! We will have a **special guest speaker: Anna Gross, M.A., CCC-SLP**

## WHEN:

**Monday, March 20th**

7pm-8pm, check in @6:30pm

## WHERE:

**USU Theatre** - Meet in plaza for check in & food

## WHAT TO EXPECT:

Anna Gross will be talking about Myofunctional therapy and her experience working in various settings.



**CSULA**  
NATIONAL  
STUDENT  
SPEECH  
ASSOCIATION  
**NSSLHA**

For more information contact us at:

**Email:** [csulacomd@gmail.com](mailto:csulacomd@gmail.com)

**Facebook:** [facebook.com/csulansslha](https://www.facebook.com/csulansslha)

**Instagram:** [@csula\\_nsslha](https://www.instagram.com/csula_nsslha)

