



# 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: 5/4/17 Quarter: Spring

Location of Event: Student Union- Los Angeles Room

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 stuttering and different treatment approaches.

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

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

This will raise awareness about stuttering.

#### Hospitality

Description	Amount
UAS food	\$315.55

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount

#### Other

Description	Amount

#### Event Summary

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

Total Cost of Event: \$315.55

Amount Requested from A.S.I.: \$315.55

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: RS

17 MAR 3 PM 3:07:02

COMPLETED



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: National Student Speech Lang & Hearing PHONE: 323 854 9261 DATE: 2/10/17
EVENT CONTACT NAME: Christina Salvi EMAIL: christina.salvi@msn.com
NAME OF EVENT: 'Why I Stutter' Screening LOCATION: LA, A, B, C
EVENT DATE: 5/4/17 BEGIN TIME: 7:00 END TIME: 9:00 ESTIMATED ATTENDANCE: 200

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: info about stuttering

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):

Will screen film "Why I Stutter" and to bring awareness, Q & A after screening

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:

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: National Student Speech Lang & Hearing Association 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):

N/A

PRESIDENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TREASURER: Lisa Paik SIGNATURE: [Signature] DATE: 2/9/17

**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: Christina Salvi SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 2/10/17  
ADVISOR'S NAME: Dr. Ellis SIGNATURE: [Signature] DATE: 2/8/17

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

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

SIGNATURE: [Signature] DATE: 2/10/17

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:

# Consent To Display Film

John Gomez <keeneyproductions@rocketmail.com>

Thu 2/9/2017 6:10 PM

To: Christina Salvi <christina\_salvi@msn.com>;

To whom it may concern,

The Communication Disorders Department of CSULA and/or the CSULA student run organization NSSLHA have my permission to screen "When I Stutter" on the CSULA campus. If you have any questions please don't hesitate to contact me. Thank you!

Sincerely,  
John Gomez  
Keeneyproductions.com  
(310) 592-4646

Information and Event Services

5154 State University Drive

Room 107

Los Angeles CA 90032

323.343.2465 / 323.343.2454

Reservation Confirmation

Sponsor	Reservation:	10562
Christina Savli	Event Name:	Org Meeting/Screening
National Stu. Speech Language Hearing Assoc.	Status:	Confirmed
5154 State University Drive	Phone:	323.854.9261
Los Angeles , CA 90032	Email Address:	christina_savli@msn.com

Bookings / Details

Quantity

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.

Will food be served?

YES

Thursday, May 04, 2017

6:30 PM - 9:00 PM Org Meeting/Screening (Confirmed) U-SU Los Angeles Room ABC - 308ABC

Theater for 200

Room Charge: 1

Building Services:

Los Angeles Room Chairs 200

Media Services - Conference:

Multimedia Podium - Los Angeles ABC (MPLB) 1

- Laptop Presentation: VGA Video Connection
- Laptop Presentation: VGA Video Connection
- Laptop Presentation: 3.5 mm Sound Connection
- Laptop Presentation: 3.5 mm Sound Connection
- Lectern Microphone: Podium Mic
- Lectern Microphone: Podium Mic
- DVD/VHS Presentation: DVD Playback
- DVD/VHS Presentation: DVD Playback
- Screen Options: Screens A B C
- Screen Options: Screens A B C
- Laptop Display Adapters: MAC-Mini DisplayPort
- Laptop Display Adapters: HDMI
- Laptop Display Adapters: MAC-Mini DisplayPort

GENERAL STATEMENT AND GUIDELINES

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information

**Bookings / Details**

Quantity

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**

Items / Details

Quantity

Items are processed within five (5) business days after the event date. Payment is due upon receipt of invoice. Event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by 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

*C. Sol*

Date

*2/14/17*

# NSSLHA MEETING

Join us for our 4<sup>th</sup> meeting of the semester! We will have a ***special guest speaker: John Gomez, M.A., CCC-SLP***



**WHEN:** Thursday, May 4<sup>th</sup>  
7pm-8pm, check in @6:30pm

**WHERE:**  
USU Los Angeles Room

**WHAT TO EXPECT:**  
John Gomez will be talking about Stuttering therapy and his experience working in various settings.

**CSULA**  
NATIONAL  
STUDENT LANGUAGE HEARING  
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)





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 # E29120  
Event Date: 5/4/2017 Thursday

Client/Organization National Student Speech Language and Heari	Event Date 5/4/2017 (Thu)	Booking Contact Crystal Garcia	Event # E29120
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (323) 637-4338
Party Name National Student Speech Language an	Sales Rep Amy Miers	Theme	Category
			Guests 100 (Act)

**Venue**

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

Food/Service Items	Unit	Price	Total
**Pick Up in Kitchen 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
Taxes	21.70	0.00	0.00	0.00	0.00	0.00	0.00	21.70
Total	269.70	0.00	0.00	0.00	0.00	0.00	0.00	269.70

Subtotal	248.00	Paid	0.00
Tax	21.70	Balance	269.70
Service Charge	0.00		
Total Value	269.70		

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: Crystal Garcia

GEH Signature & Date: \_\_\_\_\_