



# 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: Sigma Nu  
 Event Title: Meet and Greet/Awards Dinner  
 Date(s) of Event: 4/7/17 Quarter: Fall  
 Location of Event: Sigma Nu House/Golden Eagle Ballroom  
 Expected Total Attendance: 100  
 Expected Attendance of Cal State LA Students: 100

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Meet and Greet, organization members come to the house and eat dinner, decorate bandannas, and play games

Awards banquet, eat dinner, socialize, distribution of awards

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

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

It is a week-long philanthropy event where sororities compete against each other in different events to get points to determine a winner. It will help Greeks come together to help a cause.

#### Hospitality

Description	Amount
University Catering	\$2,600.00
Food	\$150.00
Beverages	\$85.00

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	\$0.00

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$2,835.00  
 Amount Requested from A.S.I.: \$2,835.00  
 Amount from other sources: \_\_\_\_\_

What other resources are you employing for this event?

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

##### 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 6 pm 11:13:58



# Meet and Greet

## Sigma “Nu Games”

Monday April 3, 2017

Meet the active brothers of Sigma Nu during the start of the Nu Games. Decorate bandanas, enjoy dinner, play games, receive information

only at  
**Sigma Nu House**



2611 W Ramona Rd. Alhambra, CA 91803

3pm-7pm



# Nu Games Awards Dinner

April 7, 2017 7pm-10pm



**\$10 entrance fee - Dinner, music, awards, and  
announcement of the 2017 Nu Games winner**

# 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: Sigma Nu PHONE: (714) 869-8301 DATE: 11/20/17  
 EVENT CONTACT NAME: Matthew Chiou EMAIL: matchiou@hotmail.com  
 NAME OF EVENT: Meet & Greet (Decoration Day) LOCATION: 2611 W. Ramona Rd. Alhambra CA 91803  
 EVENT DATE: 4/3/17 BEGIN TIME: 4:00pm END TIME: 7:00pm ESTIMATED ATTENDANCE: 70

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):

Guests will come to the house to meet brothers and also receive information. Guests will be decorating bandanas that will be used throughout the week's events. There will also be pizza and sodas served. Before the night ends, there will be a couple of mini games.

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: Pizza, chips, soda

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: Jacob Hernandez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): Jacob Hernandez DATE: 1/23/17

ADVISOR'S NAME: Herbert Narray SIGNATURE: [Signature] DATE: 1/25/17

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 1.7.17  
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: \_\_\_\_\_

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED: \_\_\_\_\_

**NOTIFICATIONS:**

PUBLIC AFFAIRS DATE: \_\_\_\_\_  ATHLETICS DATE: \_\_\_\_\_

DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_  FACILITIES USE COORDINATOR DATE: \_\_\_\_\_

NOTES OR UPDATES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETE



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: Sigma Nu PHONE: (714) 869-8301 DATE: \_\_\_\_\_  
EVENT CONTACT NAME: Matthew Chias EMAIL: matthchias@hotmail.com  
NAME OF EVENT: Awards Dinner LOCATION: USU LA Golden Eagle Ballroom  
EVENT DATE: 4/7/17 BEGIN TIME: 7:00pm END TIME: 10:00pm ESTIMATED ATTENDANCE: 70

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: Dinner

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):

Awards Dinner for the completion of the "No Games," which will start but with dinner catered by University catering. After that will be individual event awards presented for each day. Finally at the end we will be announcing the 2017 No Games winner.

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? \$10

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: Sigma Nu Fraternity, 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):

org members will buy presale tickets at \$10 a piece to attend the awards dinner. Money will be used to pay for some of the dinner, or if funded by ASI, will be donated to St. Joes

PRESIDENT: Ronnie Peralbo SIGNATURE: [Signature] DATE: 1/30/17  
TREASURER: Jimmy Son SIGNATURE: [Signature] DATE: 1/24/17

**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: Jacob Hernandez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 1/24/17  
ADVISOR'S NAME: Herbert Munoz DATE: 1/25/17

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

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

SIGNATURE: [Signature] DATE: 2.12.17.

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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 # E28696

Event Date: 4/7/2017 Friday

Client/Organization Sigma Nu		Event Date 4/7/2017 (Fri)	Booking Contact Matthew Chiou		Event # E28696
Address 2611 W Ramona Rd			City, St/Prov Postal Alhambra, CA 91801	Booking Tel (714) 869-8301	Guests 100 (Act)
Party Name Sigma Nu		Sales Rep Amanda Tapia	Theme Delivery		Category

Venue					
Description	Type	Start	End	Banquet Room	Setup Style
		7:00 pm	10:00 pm	Ballrm 3	Banquet 10

**Food & Beverage**

Food/Service Items	Unit	Price	Total
Delivery to USU - LA Rooms at 7:30 PM			
(100) Disposables	Each	0.35	35.00
(100) Option A - Buffet	Guest(s)	20.00	2,000.00
-Traditional Caesar Salad			
-Grilled Sliced Chicken with BBQ Sauce			
-Mashed Potatoes			
-Sautéed Vegetables			
-Chocolate Ganache			
-Homemade Bread and Butter			
-Iced Tea			
-Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,035.00	0.00	0.00	0.00	0.00	0.00	0.00	2,035.00
Service Charge	345.95	0.00	0.00	0.00	0.00	0.00	0.00	345.95
Taxes	214.29	0.00	0.00	0.00	0.00	0.00	0.00	214.29
<b>Total</b>	<b>2,595.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,595.24</b>

Subtotal	2,035.00	Paid	0.00
Tax	214.29	Balance	2,595.24
Service Charge	345.95		
Total Value	2,595.24		

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 9.00% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: \_\_\_\_\_

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



Event Estimates/ Invoices

University Option A- (100) Buffet  $20.00 \times 100 = \$2,000$   
(100) Disposables  $0.35 \times 100 = \$35.00$

La Pizza Loca  
Gigante pizza (32 slices)  
2 cheese x \$11  
2 sausage x \$14  
2 chicken x \$14  
1 Mushroom x \$14 = \$92 for 7 pizzas

Chips  
1x Frito Lay Bold 50ct  
2x Frito Lay Classic 50ct  
at \$16.29 each = \$48.87 for 3 boxes of chips

Soda  
1x Coke 35ct 12oz  
1x Sprite 35ct 12oz  
1x Dr. Pepper 35ct 12oz  
1x Crush 35ct 12oz  
at \$15.64 each = \$62.64 for 4 boxes of soda

Water  
2x Water pack 40ct 16.9oz  
at \$7.70 each = \$15.40 for 2 boxes of water

Total = \$218.83