Associated Students, Inc.
Funding Request Form
"...For the Students, by the Students" **2016-17**

Necessary Documents:
- ❑ Event Flyer w/ A.S.I. Logo
- ❑ CSI Event Reg. Form
- ❑ Estimates / Food Permits
- ❑ Event Estimates / Invoices

Contact

[redacted]

Organization

Club/Organization: Alpha Phi Omega

Event Title: Together We Rise Benefit Concert

Date(s) of Event: 5/6/17 Quarter: Fall

Location of Event: University Student Union

Expected Total Attendance: 200

Expected Attendance of Cal State LA.Students: 150

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be supporting them by having a benefit concert to raise money and awareness for their cause.

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

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

This program is dedicated to transform the way youth navigate through the foster care system in America.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Flyer Printing	$50.00
200 Bracelets	$137.00
Decorative Stuffed Bears for 15 Schools	$75.00
Decorative Stuffed Bear for 26 campus orgs	$130.00

Other

Description	Amount
Snapchat Filter	$30.00
Gift for performers	$60.00
Raffle Prizes	$100.00

Event Summary

Total Cost of Event: $582.00

Amount Requested from A.S.I.: $ 187.00

Amount from other sources: $615.00

What other resources are you employing for this event?

Fundraising

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 than10 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: BN

17 APR 17 AM 10:42:48

Rev'd. 9/2/16

STUDENT ORGANIZATION
EVENT REGISTRATION FORM

update

COMPLE

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: Alpha Phi Omega - Lambda Mu PHONE: (626)622-2749 DATE: ~~11/2/17~~ 11/14/16

EVENT CONTACT NAME: Jason Voong EMAIL: jasonjvoong@gmail.com

NAME OF EVENT: Forget-Us-Not Benefit Concert LOCATION: USU Theater

EVENT DATE: ~~05/06/17~~ 4/20/18 BEGIN TIME: 5pm END TIME: 9pm ESTIMATED ATTENDANCE: 150+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- [X] FUNDRAISER
- [ ] EDUCATIONAL PROGRAM
- [ ] SPIRITUAL PROGRAM
- [ ] RECREATIONAL PROGRAM
- [ ] DANCE/PARTY
- [ ] SOCIAL PROGRAM
- [ ] COMMUNITY SERVICE
- [ ] CONFERENCE/CONVENTION
- [X] OTHER: Concert

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):

In association with Together We Rise, a non-profit organization, we will be hosting a benefit concert to raise money and awareness for foster children. Various Artist will be performing at our event.

WHO IS INVITED (CHECK ALL THAT APPLY):

- [X] STUDENT ORG. MEMBERS
- [X] CAL STATE L.A. COMMUNITY
- [X] OTHER COLLEGES & UNIV.
- [X] 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 [X] YES, HOW MUCH? $7, donation

WILL A MOVIE BE SHOWN? [X] NO [ ] YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? [X] NO [ ] YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? [X] 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? [X] 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? [X] 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 [X] YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? [X] 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.

FYI

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Alpha Phi Omega - Lambda Mu, 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):

Part of the Benefit Concert will include collecting donations from attendees. The donations will go to Together We Rise and back to Alpha Phi Omega

PRESIDENT: Viet Nguyen SIGNATURE: [signature] DATE: 11/9/16

TREASURER: Anthony Trau SIGNATURE: [signature] DATE: 11/9/16

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	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)	DATE:
Anthony Trau	[signature]	11/9/16
ADVISOR'S NAME		
Anh Hong	[signature]	11/14/16

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) — SIGNATURE — DATE

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY: M. Maldonado 11/14/16

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: [signature] 11.21.16

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? ☑ NO ☐ YES DATE REQUIRED:

NOTIFICATIONS:

☐ PUBLIC AFFAIRS DATE: ☐ ATHLETICS DATE:

☑ DEPT. OF PUBLIC SAFETY DATE: 11.21.16 ☐ FACILITIES USE COORDINATOR DATE:

NOTES OR UPDATES:

- organization to update with media information in/by January
suggested donation of $7 MIN
- ~~[illegible]~~ to contact regarding ticketing procedures
change of date [illegible]

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

Reservation Confirmation

Sponsor

Viet Nguyen
Alpha Phi Omega Lambda Mu
5154 State University Drive
Los Angeles, CA

Reservation: 10243

Event Name:	Forget-Us-Not Benefit Concert
Status:	Confirmed
Phone:	626.566.5011
Email Address:	president@apo-csula.org
Event Contact:	Jason Voong
Phone:	626.622.2779

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.

U-SU Theater Policy
No food or beverages are allowed inside the U-SU Theater.
Will food be served?
NO

Saturday, May 06, 2017

2:00 PM - 6:00 PM Forget-Us-Not Benefit Concert (Confirmed) U-SU U-SU Theater - 106

Theater for 150
Room Charge: 1
Media Services - Theater:
Presentation Package 1
Sound Playback Connection: Lap-top Sound Playback Connection
Sound Playback Connection: i-pod Playback
Sound Playback Connection: CD Playback
Wireless Microphones: Shure Handheld Wireless Mic 1
Wireless Microphones: Shure Handheld Wireless Mic 2
Wireless Microphones: Shure Handheld Wireless Mic 3
Wireless Microphones: Shure Handheld Wireless Mic 4
Wireless Microphones: Shure Handheld Wireless Mic 5

LCD Projector
Podium with Goose-Neck Microphone

Please provide and connect (2) D.I. BOXES for Keyboard and Electric Guitar.
Full Stage Lighting 1
Stage lighting and with gel colors.
Setup Notes: .

Please provide access to Green Room.
Please provide access to Theater Ticket Book.

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 bellow 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 3/7/17

ALPHA PHI OMEGA x TOGETHER WE RISE PRESENTS
FORGET-US-NOT
BENEFIT CONCERT
MAY 2017
06TH
3:00PM-5:30PM
CAL STATE L.A.
UNIVERSITY
STUDENT UNION
THEATRE
ASI
Associated
Students, Inc.
For more information,
email us at:
forgetusnot2017@gmail.com

APO Spring 2017 Benefit Cc

Taco Stand	$0
Raffle Prizes	$100
Forget-Me-Nots (Artificial Flowers)	$150
Pamphlets (Recycled Coloring Books)	$50
150 Bracelets to give away (Entrance Tickets)	**$188**
Decorative Stuffed Bears for 15 IC Chapters (Invites)	$75
Decorative Stuffed Bears for 26 Campus Orgs (Invites)	$130
Gifts for the performers?	$60
Flyer Printing	**$50**
snapchat filter	$30
TOTAL	**$833**

Price: 1+ $0.39

In Stock

Minimum Order Per Color: **100**

Shipping: Will ship by **Wednesday, May 3rd**

FREE SHIPPING on Orders over $100! (Contiguous US orders only)

Standard production - $0

Production Time (Shipping Time Additional)

- Debossed: Standard production: 6 business days (16 with color fill); Expedited production: 4 business days (9 with color fill)
- Embossed: Standard production: 16 business days; Expedited production: 9 business days
- Imprint: Standard production: 2 business days; Expedited production: 1 business days

Total Wristbands:	200
Debossed Mold:	$49.00
Debossed Color Fill:	$0.05 x 200
Total Price:	$137.00

Add to cart

Forget-Us-Not Benefit Concert ASI