



Associated Students, Inc.

Funding Request Form

2017-18

"...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

Officer Name:
Officer Title:
Address:
City/State/Zip:
Phone & Email:
Officer Signature

Organization

Club/Organization: Financial Management Association
Event Title: FMA Orientation
Date(s) of Event: 02/07/2018 Semester Spring
Location of Event: ST 512
Expected Total Attendance: 50
Expected Attendance of Cal State LA Students: 50

Event Description and Total Cost Breakdown

Briefly describe the event:
Introduce club and board members to potential club members. Also spread awareness about the club.

Is the event open to all Cal State LA students?: Yes
How will this program enhance the Cal State LA experience?:
Teach students the benefits of being active on campus by spreading awareness about FMA and its positive impact on students.

Hospitality

Description	Amount
Pizza	\$29.85
Table Cloth	\$10.17
Water	\$7.38

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Flyers	\$11.25

Other

Description	Amount
Tax	\$4.87
CA redemption value	\$3.20

Event Summary

Total Cost of Event: \$66.72
Amount Requested from A.S.I.: \$66.72
Amount from other sources: \$0.00
What other resources are you employing for this event?
none

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-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: Ch

18 JAN 22 10:08:31

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business 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 online 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: Financial Management Association PHONE: _____
 EVENT CONTACT NAME: Marina Malkhasova
 NAME OF EVENT: FMA Orientation LOCATION: ST 512
 EVENT DATE: 02/07/2018 BEGIN TIME: 3:00 END TIME: 4:30 ESTIMATED ATTENDANCE: 50

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

- BENEFITS TO PROCEED EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: club orientation

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR COMPETITION FOREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Introduce club and board members to potential club members. Also spread awareness about the club.

[Redacted description area]

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

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: Costco Pizza

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 _____ PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2. 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, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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.

RECEIVED
1/22/18 CA

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

N/A

PRESIDENT: Marina Malkhasova SIGNATURE: M-Mal DATE: 01/17/18
 TREASURER: Hector Banuelos SIGNATURE: [Signature] DATE: 01/19/18

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. More information can be found online in the Student Organization Handbook.

- 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 Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material 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 LA."
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME: Marina Malkhasova SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): M-Mal DATE: 01/17/2018
 ADVISOR'S NAME: Yalan Feng SIGNATURE: [Signature] DATE: 01-17-18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

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:

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT**

Print Form

Clear Form

Date of Event: 02/07/2018 Estimated Attendance: 50
 Name of Event: FMA Orientation
 Type of Event: Club orientation day Location: ST 512
 Sponsoring Organization: Financial Management Association
 Authorized Representative: Marina Malkhasova Phone: _____ Fax: _____

Time:
 Access Time: 3:00 a.m./p.m. to 4:30 a.m./p.m.
 Event Time: 3:00 a.m./p.m. to 4:30 a.m./p.m.

Type of Food Service:
 Bake Sale Snacks Food Sale Catering
 Barbecue Potluck Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: General club meeting

List all food and potentially hazardous food (*see Temporary Food Facility Guidelines for definition*) items to be sold/served (include ingredients), use back of page if necessary. N/A

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Costco Pizza

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? Ralphs

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations **1, 3 and 4** only.

- | | |
|--|--|
| <u>M. Mal.</u> | <u>M. Mal.</u> |
| 1. Signature of Sponsoring Organization Chairperson | Authorized Representative to be present at event |
| <u>[Signature]</u> | <u>1.19.18</u> |
| 2. Center for Student Involvement (UU 204) (<i>Student Organizations Only</i>) | Date |
| <u>[Signature]</u> | <u>1/19/18</u> |
| 3. University Auxiliary Services, Inc. (<i>Golden Eagle Bldg 314</i>) | Date |
| <u>[Signature]</u> | <u>1/19/18</u> |
| 4. Environmental Health & Safety (<i>Corporate Yard Bldg. 244</i>) | Permit No. Date |
| <u>[Signature]</u> | <u>#18-040</u> _____ |



FINANCIAL MANAGEMENT ASSOCIATION

Orientation Day

Wednesday February 7, 2018

3:00 – 4:00 pm

Simpson Tower 512

Join us as we host our first meeting of the semester. Come learn with us from professionals in different industries. Our doors are open to all majors.

FREE FOOD!

Building a bridge between students and professionals

#FMACSULA

 [csula_fma](#)  [csulafma](#)  fmacsulal@gmail.com



Financial Management Association (FMA)

Project Title: FMA Orientation

Project Description: Club Orientation Day

Invoice Number: 1

Description	Quantity	Unit Price	Cost
Pizza	3	\$ 9.95	\$ 29.85
Table Cloth	1	\$ 10.17	\$ 10.17
Water	2	\$ 3.69	\$ 7.38
Flyers	15	\$ 0.75	\$ 11.25
		\$	
		\$	
		Subtotal	\$58.65
		Tax: 9.50%	\$ 4.87
		CA redemption value (for water bottles)	\$ 3.20
		Total	\$ 66.72

Home & Kitchen

Departments

Your Pickup Location

Browsing History

EN

Hello, Kristina
Account & Lists

Orders

Prime

0

Cart

Amazon Home

Shop by Room

Home Décor

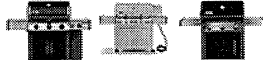
Furniture

Kitchen & Dining

Bed & Bath

Garden & Outdoor

Home Improvement



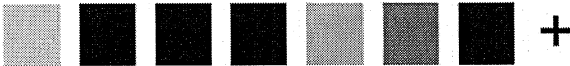
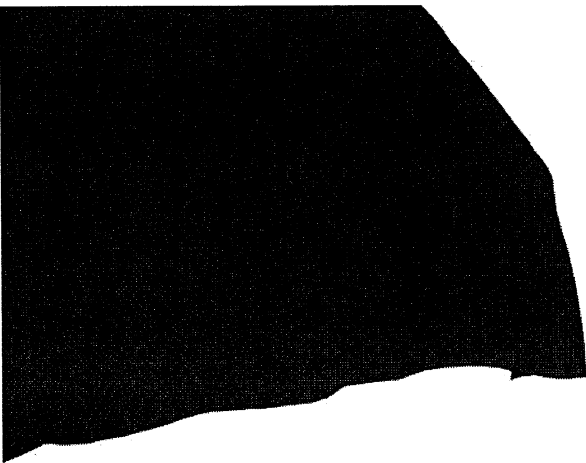
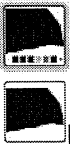
FREE assembly

Learn more
*Restrictions apply

Home & Kitchen > Kitchen & Dining > Kitchen & Table Linens > Tablecloths

You purchased this item on January 18, 2018.

Color: Black | View this order



Roll over image to zoom in

LinenTablecloth

LinenTablecloth 60 x 126-Inch Rectangular Polyester Tablecloth Black

2,083 customer reviews

reviews

| 99 answered questions

List Price: ~~\$11.99~~

Price: **\$10.17**

| FREE One-Day

Delivered tomorrow for FREE with qualifying orders over \$35. Details

You Save: \$1.82 (15%)

Get \$70 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card.

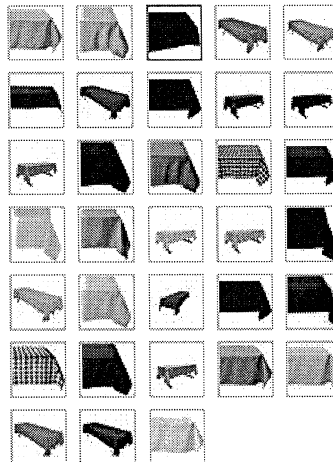
Note: Available at a lower price from other sellers, potentially without free Prime shipping.

In Stock.

Get it tomorrow, Jan. 19. Order within 22 hrs 24 mins and choose **One-Day Shipping** at checkout. Details

Ships from and sold by Amazon.com. Gift-wrap available.

Color: **Black**



- Polyester
- Imported

Share

490+ Shares

Qty: 1

Add to Cart

Turn on 1-Click ordering for this browser

Ship to:

Kristina Malkhaso- Burbank - 91504

Add to List

Add to Baby Registry

Add to your Dash Buttons

Other Sellers on Amazon

\$8.50 Add to Cart

+ Free Shipping

Sold by: FABRIC BRAVO- Better Service!

\$8.95 Add to Cart

+ Free Shipping

Sold by: A.K. Trading Company

\$10.19 Add to Cart

Sold by: Fantasy Deco

New (11) from \$8.50 & FREE shipping.

Details for Order # 114-0164817-4746628

[Print this page for your records.](#)

Order Placed: January 18, 2018

Amazon.com order number: 114-0164817-4746628

Order Total: \$11.14

Shipping now

Items Ordered

1 of: *LinenTablecloth 60 X 126-Inch Rectangular Polyester Tablecloth Black*

Sold by: Amazon.com Services, Inc.

Condition: New

Price
\$10.17

Item(s) Subtotal: \$10.17

Shipping & Handling: \$0.00

Total before tax: \$10.17

Sales Tax: \$0.97

Total for This Shipment: \$11.14

Shipping Address:

Kristina Malkhasova

701 UNIVERSITY AVE

BURBANK, CA 91504-3926

United States

Shipping Speed:

Two-Day Shipping

KIRKLAND



PIZZA

SLICE

1.99

18" WHOLE

9.95

COMBO: 760 cal.

4,560 cal.

CHEESE: 760 cal.

4,540 cal.

PEPPERONI: 710 cal.

4,230 cal.

KIRKLAND



**HOT TURKEY
& PROVOLONE
SANDWICH**

3.99

OVEN BROWNED TURKEY, PROVOLONE,
RED ONIONS, TOMATOES, BASIL GARLIC
MAYONNAISE ON A TOASTED TORTA ROLL

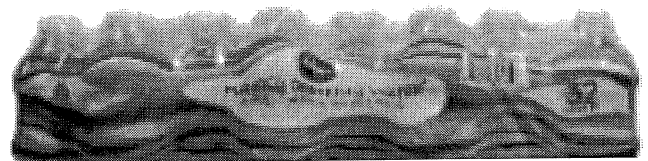
740 cal.



\$0.88

Kroger Purified Drinking Water
16.9 fl oz

[Sign In to Add](#)



\$3.69 ~~\$3.99~~

Kroger Purified Water Mini
Bottles
32 bottles / 8 fl oz

[Sign In to Add](#)



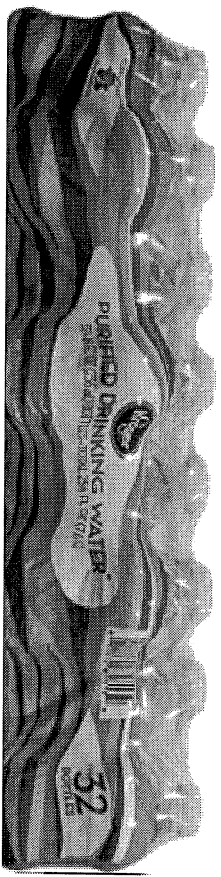
What are you looking for today?



Shopping at
Colorado | Weekly Ad
1416 E Colorado St, Glendale, CA
Change Store | Find a Store

- Departments 
- Savings 
- Our Brands 
- Order Online 
- Explore 
- Simple Truth®

Home > Search: water > Kroger Purified Water Mini Bottles



Kroger Purified Water Mini Bottles

32 bottles / 8 fl oz

UPC: 0001111085813

~~\$3.99~~
\$3.69

[Sign In to Add](#)

