



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: NAMI on Campus

Event Title: California Student Mental Wellness Conferen

Date(s) of Event: 2/28 - 3/1 Semester Spring Select One Fall / Spring

Location of Event: 2121 University Ave. Rocklin, CA 9576

Expected Total Attendance: 700 +

Expected Attendance of Cal State LA Students: 5

Event Description and Total Cost Breakdown

Briefly describe the event:
 A two day conference organized by Wellness Together and the California Department of Education with speakers and workshops from leading voices in the student mental health movement.

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

How will this program enhance the Cal State LA experience?:
 Though insight and relationships developed during the conference, NAMI hopes to integrate these findings into upcoming Spring 2018 programs like #StigmaFree.

Hospitality

Description	Amount
Hotel Room (1 night @ Sure Stay)	70.87

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount
Flight Tickets LAX-SMF (2 roundtrip)	235.92

Event Summary For Office Use Only • Do Not Write Below

Total Cost of Event: \$0.00 **306.79**

Amount Requested from A.S.I.: 306.79

Amount from other sources: _____

What other resources are you employing for this event?

- 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 4:25:05

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: NAML ON CAMPUS PHONE: _____
 EVENT CONTACT NAME: DYLAN GUNARATNE
 NAME OF EVENT: CALIFORNIA STUDENT MENTAL WELLNESS CONFERENCE LOCATION: SACRA 2121 UNIVERSITY AVE. ROCKLIN, CA 95765
 EVENT DATE: 2/28/18 - 3/1/18 BEGIN TIME: 8:00 AM END TIME: 5:00 PM ESTIMATED ATTENDANCE: 2 from CSOLA

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: _____

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):
A TWO DAY CONFERENCE ORGANIZED BY WELLNESS TOGETHER AND THE CALIFORNIA DEPARTMENT OF EDUCATION WITH SPEAKERS AND WORKSHOPS WITH LEADING EDUCATORS IN STUDENT MENTAL WELLNESS.

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: _____
 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 ME

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.

REGISTRATION FEES HAVE BEEN WAIVED FOR (3) TICKETS.
ACTUAL CONFERENCE RATE IS \$210.09.

PRESIDENT: DYLAN GUNARATNE SIGNATURE: [Signature] DATE: 1/21/18
TREASURER: Evelyn Ramos SIGNATURE: [Signature] DATE: 1/22/18

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: DYLAN GUNARATNE SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 1/21/18
ADVISOR'S NAME: Jeniffer Reyes SIGNATURE: [Signature] DATE: 1/22/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 1-20-18

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: 2-14-18

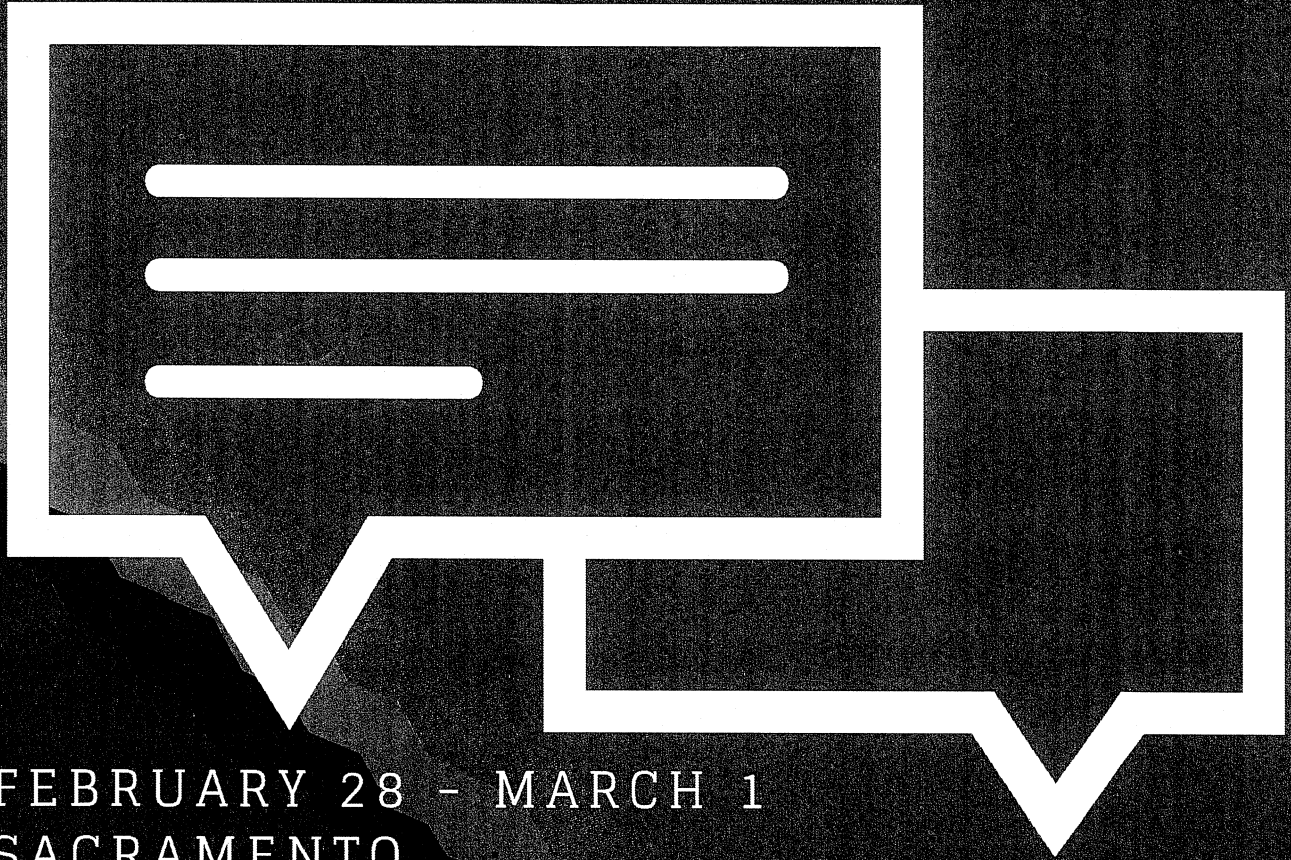
NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____

DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

NAMI



FEBRUARY 28 - MARCH 1
SACRAMENTO

CALIFORNIA STUDENT MENTAL WELLNESS CONFERENCE

ALL CAL STATE LA STUDENTS ARE WELCOME TO JOIN NAMI ON CAMPUS AND 700+ EDUCATORS TO HEAR FROM LEADING VOICES IN THE MENTAL HEALTH SERVICE COMMUNITY.

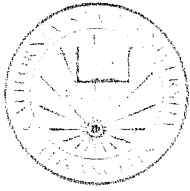
VOLUNTEERS ARE ELIGIBLE FOR FREE ADMISSION, E-MAIL NAMICSULA@GMAIL.COM FOR DETAILS.

 **NAMI** On Campus
National Alliance on Mental Illness
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

STUDENT HEALTH CENTER

January 23rd, 2018

Dear ASI Funding Committee Members:

It is my pleasure to write a letter of support for Dylan Gunaratne and Virginia Serrano, the President and Vice-President respectively, of Cal State LA's NAMI on Campus chapter, to attend the 2nd annual California Student Mental Wellness Conference taking place from February 28th, 2018 - March 1st, 2018.

NAMI on Campus (National Alliance on Mental Illness) is a student organization aimed to educate, lead, listen to and raise awareness of mental health issues among our campus community. It is to my knowledge that the student chapter's local NAMI affiliate, NAMI Urban LA, sent the chapter details about the 2018 California Student Mental Wellness Conference and encouraged them to attend.

The NAMI on Campus chapter has established a commitment to enhancing the student experience here on campus through their efforts in raising awareness on mental health issues and how these issues directly affect the collegiate experience of their peers. The chapter has allocated funds in a USU bank account and is officially recognized by the Center for Student Involvement.

With the information gained from attending the conference, I anticipate that Dylan and Virginia will incorporate and put into action what they learn. The conference consists of numerous workshops and expert speakers in the student mental health movement. They are planning two events during the Spring 2018 semester and the majority of their current budget will go towards funding these events, which is why the support of ASI is crucial in allowing them to experience the conference. For example, they are working with ASI Health and Human Services representatives to hold their second annual *#StigmaFree* event, which aims to promote mental health awareness by featuring spoken poetry from students on how mental illness has affected their lives and the lives of their loved ones. The event will also feature prominent musicians, advocates and guest speakers. Last year, *#StigmaFree* reached approximately 125 students and this year, they are hoping to reach even more.

I, the chapter's faculty advisor, will accompany the two students during the conference. Please feel free to contact me with any questions.

Regards,

A handwritten signature in black ink, appearing to read 'Jeniffer Reyes', is written over a light blue horizontal line.

Jeniffer Reyes
Faculty Counselor
CAPS



WellnessTogether.org

School Mental Health

January 23rd, 2018

Dear ASI Funding Committee Members:

I am writing this letter in support for Dylan Gunaratne and Virginia Serrano, the President and Vice-President respectively, of Cal State LA's NAMI on Campus chapter, to attend the California Student Mental Wellness Conference taking place from February 28th, 2018 - March 1st, 2018 in the Sacramento area.

Wellness Together, in partnership with the California Department of Education is hosting the second annual California Student Mental Wellness Conference. 700 educators and mental health service providers will attend the two-day event concerning student mental wellness and the promotion of student mental wellness across the state.

I believe this conference will be an invaluable experience for the Cal State LA NAMI on Campus (National Alliance on Mental Illness) chapter, a student organization aimed to educate, lead, listen to and raise awareness of mental health issues among the Cal State LA community.

Our conference consists of workshops like "It's Real: College Student Mental Health," "Addressing the Mental Health and Social Emotional Needs of All Students" and "Mental Health Care and African American Youth" which contain a great opportunity for the NAMI on Campus chapter to learn real-world and practical insights on implementing college-based mental health awareness campaigns and benefiting upcoming programs like their 2nd annual #StigmaFree - organized in partnership with ASI.

Please consider funding the NAMI on Campus chapter's travel and lodging expenses for the conference and feel free to contact me with any further questions.

Sincerely,

Jeremiah Aja
Coordinator, Education Services



Los Angeles, CA to Sacramento, CA

Air

Total Price: **\$235.92**

ITINERARY

Travel Date	Flight Segments		Flight Summary
DEPART FEB 28 WED	06:10 AM	Depart Los Angeles, CA (LAX) on Southwest Airlines	Wednesday, February 28, 2018 Travel Time 1 h 30 m (Nonstop) Wanna Get Away
	07:40 AM	Arrive in Sacramento, CA (SMF)	
RETURN MAR 1 THU	09:15 PM	Depart Sacramento, CA (SMF) on Southwest Airlines	Thursday, March 1, 2018 Travel Time 1 h 25 m (Nonstop) Wanna Get Away
	10:40 PM	Arrive in Los Angeles, CA (LAX)	

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied boarding compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure of your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds for the originally ticketed Passenger only. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Applying Travel Funds: In the event your travel plans change and you need to apply travel funds to future trips, please make note of your confirmation number. Customers calling Southwest to request a refund or to research travel funds for a specific ticket must provide their confirmation number, ticket number or flight information (date, origin and destination).

Prohibition of Multiple/Conflicting Reservations: To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

Booking with Rapid Reward Points:

When booking with Rapid Rewards points, your point balance may not immediately update in your account.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	LAX-SMF	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2
Return	SMF-LAX	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2

Earn at least 500 points for this flight.

Subtotal **\$235.92**
Fare Breakdown

You can't find this great fare on any other website. Southwest fares are only on southwest.com®.

1st and 2nd Checked Bags Fly Free®*
*Weight and size limits apply.

Bag Charge \$0.00

Air Total:
\$235.92

[Modify Trip](#)

Purchase your shopping cart...

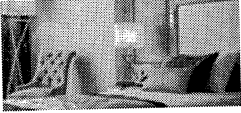
Continue

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

Get **\$200 Statement Credit** after first purchase & earn **10,000 Bonus Points**

[Learn more](#)

You Pay Today: **\$235.92**
Credit On Your Statement: **-\$200.00**
Total After Statement Credit: **\$35.92**



Looking for hotel deals in Sacramento?

Earn up to **10,000 Rapid Rewards points** per night with over one million lodging options worldwide.

Show me deals in Sacramento after flight confirmation

Add a Car

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.

Earn up to **2,400 Rapid Rewards® points.**

Plus save up to 30%.

Let's go! >

[Budget](#)

Type in any city or airport in the U.S., Canada or Mexico

Pickup Location

Sacramento, CA - SMF

Pickup Date

02/28/2018

Return Date

03/01/2018

Vehicle Type (optional)

Economy

Which Company? (optional)

Shop All

[Advanced Search](#)

Find Cars

Trip Total

\$235.92

[Modify Trip](#)

Purchase your shopping cart...

Continue

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

Indicates external site which may or may not meet accessibility guidelines.

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(/EN_US.HTML)

4

Choose Hotel

Hotel

Select Room

Pay



Rocklin

4480 Rocklin Road
Rocklin, California 95677

Toll Free (US & Canada) Hotel Direct Number
1(800) 780-7234 (TEL://1(800)780-7234) 622-3366 (TEL://(916)%20632-3366)
WORLDWIDE NUMBERS (/CONTENT/BEST-WESTERN/EN_US/CUSTOMER-SERVICE/WORLDWII

CHECK-IN	CHECK-OUT
Wednesday	Thursday
28-Feb-2018	01-Mar-2018
at 3:00 PM	at 11:00 AM

1 NIGHT	1 ROOM	2 GUESTS
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Room 1

Special Requests

We do our best to honor special requests, but they are not guaranteed and will be honored depending on availability at check-in.

Separate requests by commas.

Best Western Rewards®

Current Members

Log In

Reservation Amount

ROOM 1	\$ 59.49
2 Queen Beds, 2 Adult	

SUMMARY

Advance Purchase

DAILY RATES			
28-Feb-2018	1x		\$59.49

OCCUPANCY TAX 8%		\$ 4.76 USD
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PLACER VALLEY TOURISM TAX PER ROOM PER NIGHT		\$ 6.50 USD
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CA TOURISM ASSESSMENT .195%		\$ 0.12 USD
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TOTAL	\$ 70.87
(Your Currency)	

TAXES AND/OR FEES (/EN_US/POPUP/POLICY1.POPUPS.HTML)

Not Yet a Best Western Rewards Member?

Earn 590 points for this stay to use towards a free night, airline rewards, gift cards, and more!

Yes, sign me up for the Best Western Rewards program as part of my reservation so I can start earning rewards today.

No thanks. I will book without joining, or logging into my account.

I'm a Travel Agent

California Student Mental Wellness Conference | Sacramento, CA
NAMI on Campus Attendees

First Name	Last Name	Title	Email	Phone Number
Dylan	Gunaratne	President, NAMI on Campus	dylang.07@gmail.com	310-906-9075
Virginia	Serrano	Vice President, NAMI on Campus	vserra10@calstatelata.edu	626-941-4699