



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: Beta Alpha Psi
Event Title: Spring Awards Banquet
Date(s) of Event: 4/26/18 Semester: Fall
Location of Event: Luminarias
Expected Total Attendance: 120
Expected Attendance of Cal State LA Students: 60

Event Description and Total Cost Breakdown

Briefly describe the event:

Spring networking banquet is an event that is intended to recognize the accomplishments of our student organizations. The event will cater dinner for professionals from public and private firms, fellow students and our CSULA Faculty.

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

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

The event will provide networking opportunities and empowering speeches from professionals that will create long lasting memories. Past students from the event have received job offers and internships.

Hospitality

Description	Amount
Luminarias: Location & Dinner	\$4,292.84
Center Piece x 15	\$479.85

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$4,772.69
Amount Requested from A.S.I.: \$3,000.00
Amount from other sources: \$1,722.69

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.

What other resources are you employing for this event?

Fundraising

All forms must have a Time Stamp and

staff initial: AM

'18 FEB 14 PM 2:21:41

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: Beta Alpha Psi PHONE: DATE: 01/10/2018
 EVENT CONTACT NAME: Josue Enriquez EMAIL:
 NAME OF EVENT: Spring Awards Banquet LOCATION: Luminarias 3500 Ramona Blvd 91754
 EVENT DATE: 4/26/2018 BEGIN TIME: 6:00 pm END TIME: 11:00 pm ESTIMATED ATTENDANCE: 120

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):

Spring networking banquet is an event that is intended to recognize the accomplishments of our student organizations. The event will cater dinner for professionals from public and private firms, fellow students, and our CSULA faculty. It will provide networking opportunities and empowering speeches that will create long lasting memories. The accounting department will be providing scholarships to worthy candidates that meet the requirements.

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

J.E S.H.

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Luminarias

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? YES Initials: J.E S.H. PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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 events or individuals may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED

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.

The event will be 45 dollars per person, that will include food and admission. All proceeds go to scholarships at the end of every year.

Shiley ho 2 Juan Carillo will be present - TIPS trained

PRESIDENT: Nairi Mirzakhanyan

SIGNATURE:

DATE: 1/22/18

TREASURER: Joseph Penunia

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.

PHILIP NABOURS

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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

~~Joseph Penunia~~

Philip Nabours

1/11/2018

ADVISOR'S NAME Phillip Nabours

J GREGORY KUNKEL

J Gregory Kunkel

1/22/2018

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

[Signature]

27.18

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:



SPRING AWARDS BANQUET

The Secret to Getting Ahead is Getting Started!

- Join us as we recognize the accomplishments of our student organizations.
- Dine with experts from public and private firms, fellow students, and our CSULA faculty.
- Scholarships & Networking Opportunities!

Luminarias
3500 Ramona Blvd.
Monterey Park, Ca 91754
Thursday, April 26, 2018
6:00PM-9:30PM

Ticket Prices
\$35.00 until March 21st
\$45.00 until April 4th
\$55.00 until April 11th
Deadline: April 11 at 11:59PM
All Sales are Final

<https://csula-springawardsbanquet-studentexp.com>
Questions? Contact us at awards_csulabap@gmail.com



ASSOCIATED STUDENTS, INC.

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

Estimate



LUMINARIAS

Isabel Orozco (323) 268 - 4393
{Catering Sales Manager}

Contact: _____
 Phone: _____

Today's Date: Tuesday, January 09, 2018
 Event Date: Thursday, April 26, 2018
 Room: **View**
 Time: 6pm - 11pm

	Description
120	per person

	Price	Total
	\$27.00	\$3,240.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

Sub Total \$3,240.00

21% Service Charge \$680.40

Sub Total \$3,920.40

Non - Service Chargeable Items

	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

Sub Total \$3,920.40

*Current Sales Tax \$372.44

TOTAL \$4,292.84


Less Deposit #	Amount

Deposit Due Upon Booking	30%	\$1,288
2nd Deposit Due Mid Way	30%	\$1,288
50% down if your event is within 90 days of booking	50%	\$2,146

Total Deposits:	\$
TOTAL DUE	\$4,292.84

FINAL BALANCE DUE 10 DAYS PRIOR TO EVENT DATE IN FORM OF CASH, CREDIT CARD OR CASHIER'S CHECK ONLY.

YOUR SHOPPING CART

Product(s) Currently in Your Cart	Delivery Info	Card	Price
 <p>Rose and Lily Lemonade Bouquet SKU: BF7-11K-2 Remove Item »</p>	<p>Delivery to: 80026 Date: 04/26/2018 Change Date »</p>	<p>Card - Blank Card <i>There will be 15 of these center pieces</i> Signed: Josue Edit Card »</p>	<p>Rose and Lily Lemonade Bouquet \$39.99 \$31.99</p>

Product Subtotal: \$31.99

If you have a discount code, please enter it here (optional):

1128

[Apply Discount](#)

Your discount has been applied.

You Saved: \$3.00
Order Subtotal: \$31.99

[Continue Shopping](#)

[Continue to Secure Checkout](#)

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The safer, easier way to pay

[VISA Checkout](#)

[amazon pay](#)
USE YOUR AMAZON ACCOUNT