



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: Park Social

Date(s) of Event: 2/17/2018 Semester Spring

Location of Event: Sequoia Park (in Monterey Park)

Expected Total Attendance: 100

Expected Attendance of Cal State LA Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:
 Joint event organized by all business clubs on campus. This is a social event organized in order to meet new people and get to know other clubs better.

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

How will this program enhance the Cal State LA experience?:
 Educate students about different business clubs on campus. Create a stronger community within students and student organizations.

Hospitality

Description	Amount
Chips	23.94
Water	14.76
Soda	35.96
Ice	19.95

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Tax	8.99
CA redemption value	6.40

Event Summary

Total Cost of Event: 110.00

Amount Requested from A.S.I.: 110.00

Amount from other sources: 0

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: TS. '18 FEB 2 AM 11:19:41

STUDENT ORGANIZATION EVENT REGISTRATION FORM

CONFIRMED



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: _____ DATE: 2/1/18
 EVENT CONTACT NAME: Marina Makhasova EMAIL: _____
 NAME OF EVENT: Park Social LOCATION: Sequoia Park
 EVENT DATE: 2/17/18 BEGIN TIME: 1:00pm END TIME: 5:00pm ESTIMATED ATTENDANCE: 100

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 | <input checked="" type="checkbox"/> SOCIAL PROGRAM | COMMUNITY SERVICE | CONFERENCE/CONVENTION |

OTHER:

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

- | | | |
|---|---|---|
| <input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION | <input type="checkbox"/> FOREST/PARK CLEAN-UP | <input type="checkbox"/> INTERNATIONAL TRAVEL |
| <input type="checkbox"/> BEACH CLEAN-UP | <input type="checkbox"/> INDOOR/OUTDOOR COOKING | <input type="checkbox"/> DOMESTIC TRAVEL |
| <input type="checkbox"/> BEACH BONFIRE | | |

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Social event with other business clubs on campus. Getting to know other clubs.

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: Ralphs
 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. 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 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
SF 2/2/18

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.


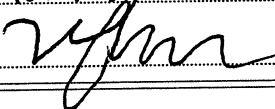
PRESIDENT: _____ SIGNATURE: _____ DATE: _____
TREASURER: _____ SIGNATURE: _____ DATE: _____

EVENT GUIDELINES

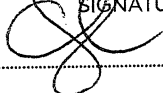
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. 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	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)	DATE:
Marina Malkhasova		2/1/18
ADVISOR'S NAME		
Yalan Feng		2/1/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) _____ SIGNATURE:  DATE: 2/2/18

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: _____

NOTIFICATIONS:

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

NOTES OR UPDATES:



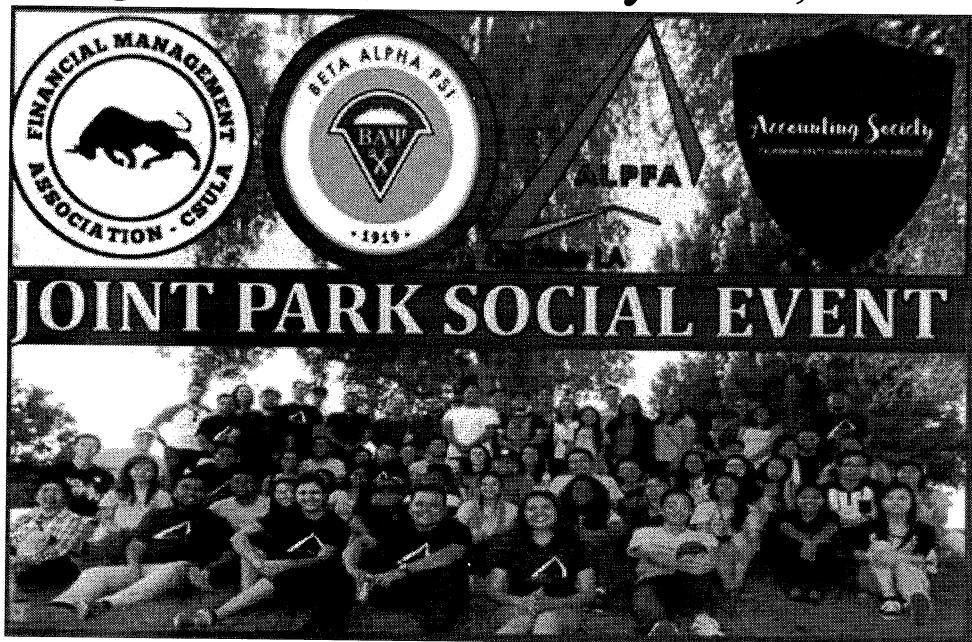
Park Social

Saturday February 17, 2018

1:00 – 5:00 pm

Sequoia Park

750 Ridgecrest St, Monterey Park, CA 91754



Building a bridge between students and professionals

#FMACSULA

csula_fma csulafma fmacsulal@gmail.com

Ralphs

Delivery

Gift Cards

Lists

Weekly Ad



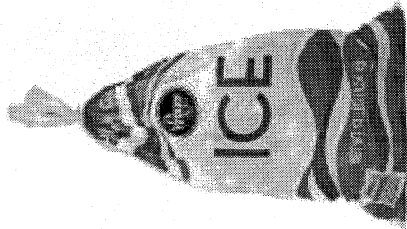
What are you looking for today?



Shopping at
Glendale & Wilson | Weekly Ad
211 N Glendale Ave, Glendale, CA
Change Store | Find a Store

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

Home > Search: ice > Kroger Ice



Kroger Ice

10 lb

UPC: 0001111002660

\$3.99

Sign In to Add



ersity-Stud...

https://www.cal...

Google Calenda...

Amazon.com: S...

Final FMA Orio...

Pepsi Original

We found



Smart & Final Stores LLC

\$8.99 each

Diet Coke

95371

Size: 24/12 oz

Buy online



X



What are you looking for today?



Glendale & Wilson | Weekly Ad
211 N Glendale Ave, Glendale, CA
Change Store | Find a Store

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

Home > Search: potatoe chips > Lays Party Size Classic Potato Chips



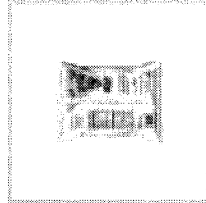
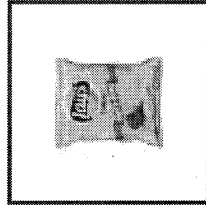
Lays Party Size Classic Potato Chips

15.25 oz

UPC: 0002840064474

\$3.99

Sign In to Add



Nutrition Info



What are you looking for today?



Shopping at
Glendale & Wilson | Weekly Ad
211 N Glendale Ave, Glendale, CA
Change Store | Find a Store

Departments Savings Our Brands Order Online Explore Simple Truth®

Home > Search: water > Kroger Purified Water Mini Bottles



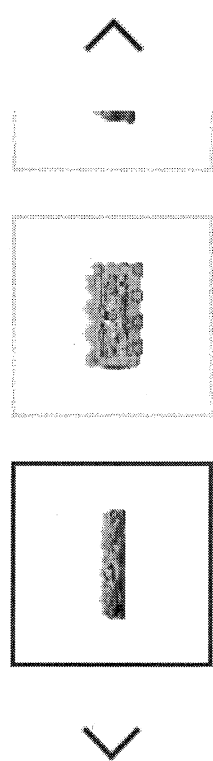
Kroger Purified Water Mini Bottles

32 bottles / 8 fl oz

UPC: 000111085813

\$3.69 ~~\$3.99~~

Sign In to Add





Financial Management Association (FMA)

Project Title: FMA Orientation

Project Description: Park Social

Invoice Number: 3

Description	Quantity	Unit Price	Cost
Chips	6	\$ 3.99	\$23.94
Water	4	\$ 3.69	\$14.76
Soda	4	\$ 8.99	\$35.96
Ice	5	\$ 3.99	\$19.95
		\$	
		\$	
		Subtotal	\$94.61
		Tax: 9.50%	\$8.99
		CA redemption value (for water bottles) \$1.60/pack	\$6.40
		Total	\$110.00