

# ASI 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	Organization
Officer Name: _____	Club/Organization: <u>Geosciences Club</u>
Officer Title: _____	Event Title: <u>Mineral Sale</u>
Address: _____	Date(s) of Event: <u>3/5 &amp; 3/8 2018</u> Semester: <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>Main Walkway</u>
Phone & Email: _____	Expected Total Attendance: _____ open attendance
Officer Signature: _____	Expected Attendance of Cal State LA Students: _____ N/A

Event Description and Total Cost Breakdown	
<p>Briefly describe the event:</p> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>This is our main fundraising event to fund club events. We purchase minerals and sell them to the students</p> </div>	<p>Is the event open to all Cal State LA students?: <u>Select One...</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>Will enhance club activities for Cal State LA students to get involved</p> </div>

Hospitality	
Description	Amount

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount
	\$0.00

Other	
Description	Amount
<u>Minerals from Jewel Tunnel</u>	<u>\$350.00</u>

Event Summary	For Office Use Only • Do Not Write Below
Total Cost of Event: _____ \$350.00	<p><b>Important:</b></p> <p>(1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u></p> <p>(2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u></p> <p>(3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u></p>
Amount Requested from A.S.I.: _____ \$350.00	
Amount from other sources: _____	
What other resources are you employing for this event?	
<p>Educate students more about minerals</p>	<p><b>All forms must have a Time Stamp and</b></p> <p>staff initial: <u>W</u> <span style="float: right; font-size: small;">FEB 10 PM 11:45:50</span></p>

# 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: Pre-science club PHONE \_\_\_\_\_  
 EVENT CONTACT NAME: Tina Mendez  
 NAME OF EVENT: Mineral Sale LOCATION: main walkway  
 EVENT DATE: 3/8 BEGIN TIME: 12pm END TIME: 4pm ESTIMATED ATTENDANCE: open

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):

Mineral sale is to fundraise for money for club activities

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 \_\_\_\_\_  
 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.



**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.**

Mirrors & Stones will be sold for \$5-25 & will be purchased from Jewel Tunnel Imports.

100% proceed is going back to the organization

PRESIDENT: Christina Mendez

SIGNATURE: Christina Mendez

DATE: 2/13/18

TREASURER: Le Ann Zuriga

SIGNATURE: Le Ann Zuriga

DATE: 2/13/18

**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 O19 - 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

LeAnn Zuriga

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

LeAnn Zuriga

DATE:

2/13/18

ADVISOR'S NAME

M. Hassan Retzic - Boran

M. Hassan Retzic - Boran

2/13/18

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

[Signature]

DATE:

2.15.18

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:**

# 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: Geosciences club PHONE: ( )  
 EVENT CONTACT NAME: LeAnn Zuniga  
 NAME OF EVENT: Mineral Sale LOCATION: Main Walkway  
 EVENT DATE: 3/5/18 BEGIN TIME: 12 pm END TIME: 4 pm ESTIMATED ATTENDANCE: unknown

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

<input checked="" type="checkbox"/> BENEFITS TO PROCEED	<input type="checkbox"/> EDUCATIONAL PROGRAM	<input type="checkbox"/> SPIRITUAL PROGRAM	<input type="checkbox"/> RECREATIONAL PROGRAM
<input type="checkbox"/> DANCE/PARTY	<input type="checkbox"/> SOCIAL PROGRAM	<input type="checkbox"/> COMMUNITY SERVICE	<input type="checkbox"/> 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):

Mineral sale to raise funds for club trip to Grand Canyon Nat'l Park.

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:

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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

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RECEIVED  
3/15/18 MFE

**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.**

*Minerals & stones will be sold for \$5-25 & will be purchased from Jewel Tunnel Imports. 100% profits and sales will go back to the organization*

PRESIDENT: *Christina Mendez*

SIGNATURE: *Christina Mendez*

DATE: *2/13/18*

TREASURER: *LeAnn Zuniga*

SIGNATURE: *LeAnn Zuniga*

DATE: *2/13/18*

**EVENT GUIDELINES**

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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  
*LeAnn Zuniga*

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)  
*LeAnn Zuniga*

DATE:  
*2/13/18*

ADVISOR'S NAME

*M-Hassan Rezaie - Boran Rezaie*

*Boran Rezaie*

*2/15/18*

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

*[Signature]*

*2.15.18*

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:**

# Mineral Sale!

Dates:

Monday, March 5th & Thursday, March 8th

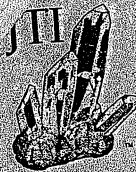
Location: Main walkway near Bio Science Building

Time: 9am-4pm



Like cool rocks or amazing gem stones or minerals? Then come check out the Geosciences Club Mineral Sale! We will have key chains, earring, necklace, or just the mineral itself available. Hope you stop by & tell your friends!





# Jewel Tunnel Imports

13100 Spring Street - Baldwin Park, CA 91706-2283 USA  
 e-mail: JewelTunnel@hotmail.com - near Los Angeles  
 (626) 814-2257 fax (626) 338-4617  
 ORDERS: 800-999-4JTI (4584)

# INVOICE

68756

employee *HEM* p.o. #

date *2/3/16*

PAYMENT DUE:

cust#  
 BILL TO: *Cal State LA*  
 company street

SHIP TO:  
 company street  
 city state zip

*paid cash*

country D/L fax e-mail ST EXP

name	QUANTITY	DESCRIPTION	PRICE	EXTENSION
	<i>13</i>	<i>stab Keychains @4</i>	<i>52-</i>	<i>26-</i>
	<i>10</i>	<i>Keychains 12, 14, 8@4</i>	<i>58-</i>	<i>29-</i>
	<i>2</i>	<i>Selenite hearts</i>	<i>12-</i>	<i>6-</i>
	<i>6</i>	<i>heart pend.</i>	<i>24-</i>	<i>12-</i>
	<i>3</i>	<i>Pendants 20, 12, 16 @4</i>	<i>48-</i>	<i>24-</i>
	<i>7</i>	<i>Aragonites 30, 6@4, 30</i>	<i>84-</i>	<i>42-</i>
	<i>4</i>	<i>beads @3</i>	<i>12-</i>	<i>6-</i>
	<i>1</i>	<i>Smoky Quartz</i>	<i>60-</i>	<i>30-</i>
	<i>1</i>	<i>Pyrite</i>	<i>16-</i>	<i>8-</i>
	<i>1</i>	<i>Calcite 8, 20</i>	<i>28-</i>	<i>14-</i>
	<i>1</i>	<i>Microgline</i>	<i>8-</i>	<i>4-</i>
	<i>1</i>	<i>Opalite palm stone</i>	<i>4-</i>	<i>2-</i>
	<i>1</i>	<i>Rainbow Cactus</i>	<i>60-</i>	<i>30-</i>
	<i>2</i>	<i>Polished (Qty 29, 32)</i>	<i>56-</i>	<i>28-</i>
	<i>1</i>	<i>Carrolite</i>	<i>14-</i>	<i>7-</i>
	<i>1</i>	<i>Watermelon Mica</i>	<i>12-</i>	<i>6-</i>
	<i>2</i>	<i>Calcite 30, 8</i>	<i>38-</i>	<i>19-</i>
	<i>1</i>	<i>Malachite</i>	<i>12-</i>	<i>6-</i>
	<i>2</i>	<i>Angels</i>	<i>12-</i>	<i>6-</i>
	<i>2</i>	<i>Carvings - birds</i>	<i>16-</i>	<i>8-</i>
	<i>2</i>	<i>Fish carving</i>	<i>10-</i>	<i>5-</i>
	<i>1</i>	<i>Pyrite egg</i>	<i>18-</i>	<i>9-</i>
	<i>1</i>	<i>Skulls</i>	<i>32-</i>	<i>16-</i>
	<i>2</i>	<i>Clear Quartz Skull</i>	<i>26-</i>	<i>13-</i>
	<i>1</i>	<i>Pendant</i>	<i>70-</i>	<i>10-</i>

SUB-TOTAL	<i>366.00</i>
<i>9% TAX</i>	<i>32.94</i>
SHIPPING	
TOTAL	<i>398.94</i>

TERMS \$35.00 handling charge on all returned checks.  
 Mail-order returns limited to 30 days. No returns on items selected by customer.  
 Minimum re-billing charge \$3.00. PLUS 1 1/2% per month interest charged on past due balance.  
 calculated from date of purchase. Net 30 available on approval credit ONLY.

I certify that all items not taxed are for resale.  
 I agree to pay shipping charges, service charges, interest and legal fees if collection is necessary.

*X*



# Jewel Tunnel Imports

# INVOICE

70375

13100 Spring Street - Baldwin Park, CA 91706-2283 USA  
e-mail: JewelTunnel@hotmail.com near Los Angeles  
☎ (626) 814-2257 ☎ fax (626) 338-4617

employee <i>SIP</i>	p.o. #
date <i>4/26/17</i>	
<b>PAYMENT DUE:</b>	

cust# <i>1694</i>		BILL TO: <i>CAL STATE LA</i>		SHIP TO:	
company		street <i>GEOSCIENCE CLUB</i>		company	
street		city <i>TAYABUS</i>		street	
state		zip		city	
country		D/L		ST	
name		fax		e-mail	

M  
50

QUANTITY	DESCRIPTION	PRICE	EXTENSION
1	HEARTS - ASSO	32	32
2	<i>1</i> PARANOID	10	5
3	<i>4</i> DREAM CATAPAS @ 6	24	12
4	CHALCEDONY	36	18
5	DESERT ROSE	30	15
6	DEATH SCABS	52	26
7	AQUA AURA	10	5
8	PENDANT - AMETHYST	24	12
9	ARROWHEAD	16	8
10	WATER TREATED GEMMES 2x32	64	32
11	SULPHUR	20	10
12	TRIE	16	8
13	BRACELETS 3x12	36	18
14	PENDANT	16	8
15	SKULLS 22 + 24	46	23
16	AMETHYST	10	5
17	COBAET QUANZ	60	30
18	SKULL	8	4
19	BUDDHA	22	11
20			
21			
22			
23			
24			
25			

**TERMS** \$35.00 handling charge on all returned checks.  
Mail-order returns limited to 10 days. No returns on items selected by customer.  
Minimum re-billing charge \$3.00, PLUS 1 1/2% per month interest charged on past due balance, calculated from date of purchase. Net 30 available on approval credit ONLY.

I certify that all items not taxed are for resale.  
I agree to pay shipping charges, service charges, interest and legal fees if collection is necessary.

**BUYER'S SIGNATURE** *X*

© Jewel Tunnel Imports 2000 Federal Tax ID# 95-6508772 www.jeweltunnel.com

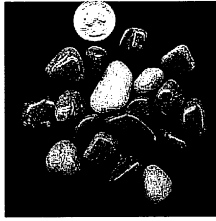
SUB-TOTAL	286.00
TAX	25.00
SHIPPING	
<b>TOTAL</b>	<b>311.00</b>



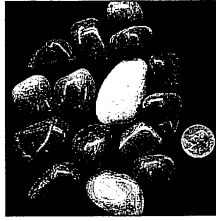
Typically tumbled or natural stones packaged in durable plastic bags



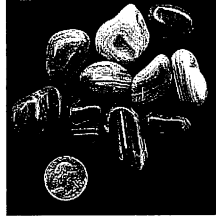
Agate - Tumbled 1lb Bag  
\$5.00



Aventurine - Tumbled 1lb Bag  
\$4.00



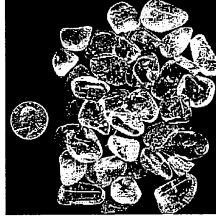
Aventurine - Tumbled 5lb Bag  
\$20.00



Natural Agate - Tumbled 1lb Bag  
\$6.00



Natural Agate Geodes - Tumbled  
1lb Bag  
\$8.00



Quartz - Tumbled 1lb Bag  
\$4.00

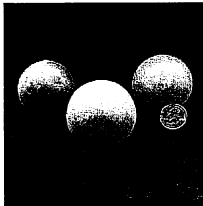


Red Jasper - Tumbled 1lb Bag  
\$8.00

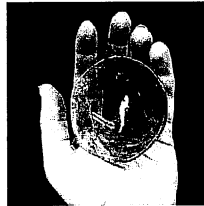


Sodalite - Tumbled 5lb Bag  
\$20.00

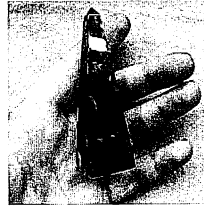
Showing all 7 results



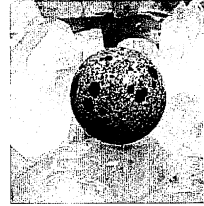
Angelite Spheres Small  
\$15.00



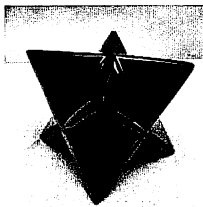
Fluorite Bowls - Medium  
\$16.00



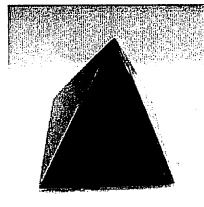
Fluorite Obelisk  
\$8.00



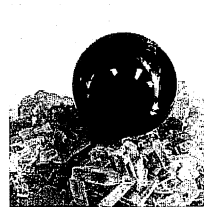
K2 (Azurite in Granite)  
Spheres  
\$50.00



Obsidian Merkaba  
\$24.00



Obsidian Pyramid  
\$12.00



Obsidian Spheres  
\$28.00