



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: Rehabilitation Counseling Association
Event Title: RCA Spring Mixer
Date(s) of Event: 3/16/18 Semester Spring
Location of Event: U-SU Los Angeles Room ABC
Expected Total Attendance: 135
Expected Attendance of Cal State LA Students: 120

Event Description and Total Cost Breakdown

Briefly describe the event:

The RCA Spring Mixer is an event for the students here at Cal State L.A. who might be interested in finding Internships. RCA invites 20 internship site supervisors to speak and bring their business cards for the students to be able to acquire an internship or a job.

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

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

The students will be able to network with potential employers and professors. It is a great way for the students to get acquainted with what agencies they will like to work or do an internship with.

Hospitality

Description	Amount
Costco Cookies (2) 15.99 ea.	\$32.00
Costco Croissant Sandwiches (3) 29.99 ea.	\$90.00
Costco Pizza (7) 9.95 ea.	\$70.00
Pepsi (2) 10.49 ea.	\$21.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount
water (2) 4.99 ea.	\$10.00

Event Summary

Total Cost of Event: ~~\$123.00~~ 323.00
Amount Requested from A.S.I.: \$223.00
Amount from other sources: \$100.00

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 in school. We plan on having a FLUFF ICE TRUCK.

All forms must have a Time Stamp and

staff initial: U

18 FEB 16 4:11:37 PM

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: Rehabilitation Counseling Association PHONE: _____ DATE: 10/11/17
 EVENT CONTACT NAME: Cinyard Man Li EMAIL: _____
 NAME OF EVENT: RCA Spring Mixer LOCATION: Los Angeles Room (ABC)
 EVENT DATE: 3/16/18 BEGIN TIME: 5:00 pm END TIME: 8:00 pm ESTIMATED ATTENDANCE: 170

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: Networking

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):

• Having faculties / students / agencies to network

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: RCA providing food

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 by the University of California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor must be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSU.

RECEIVED
OCT 11 2017

BY: CA

FYI

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: Monica Casas
 TREASURER: Dafne Perdomo

SIGNATURE: [Signature] DATE: 10/9/17
 SIGNATURE: [Signature] DATE: 10/9/17

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: Cinyand Man Li SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 10/9/17
 ADVISOR'S NAME: Dr. Frances Siu SIGNATURE: [Signature] DATE: 10/11/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 10.12.17
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY [Signature] DATE: 10/30/17
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT [Signature]
 GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: 10/30/17 FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

needs to meet w/ Faculty re event policy - 27

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT



Date of Event: 03/16/2018 Estimated Attendance: 170

Name of Event: RCA Spring Mixer

Type of Event: Networking Location: U-SU Los Angeles Room (ABC)

Sponsoring Organization: Rehabilitation Counseling Association

Authorized Representative: Cinyand Man Li Phone: ! Fax: !

Time: Access Time: 4:00 a.m./p.m. to 9:00 a.m./p.m.

Event Time: 5:00 a.m./p.m. to 8:00 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: RCA providing food

at 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. Turkey, ham sandwiches, cookies, snacks

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

What all beverages to be sold/served: water, ice teas, coffee

Where will beverages be prepared or purchased? purchased

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

Requirement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food selling 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 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 Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a copy of ASI insurance.

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 obtained at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the date.

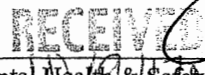
Signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

[Signature]
Chairperson of Sponsoring Organization
Authorized Representative to be present at event
10/9/2017

[Signature]
for Student Involvement (DU 204) (Student Organizations Only)
Date
10/9/17

[Signature]
University Auxiliary Services, Inc. (Golden Eagle Bldg 314)
Date
10/9/17

[Signature]
Mental Health & Safety (Corporate Yard Bldg. 244)
Permit No. 17-801
10/11/17





RCA Spring Mixer

Friday, March 16, 2018

5:00 p.m. – 8:00 p.m.

Cal State LA USU-Los Angeles ABC
Room

5151 State University Drive, Los Angeles, CA 90032

RSVP: rcacsula@gmail.com

- *Meet other students, faculty, staff and internship/employment employers*
- *Opportunity Drawing for Employers*
- *Light Refreshments*

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



782796
 KIRKLAND SIGNATURE
 PREMIUM DRINKING WATER
 40/16.9 OZ

0 000507 827969

PRICE PER BOTTLE .075
 + CRV 2.00

SELL PRICE
2.99

577
 PEPSI COLA
 16 - 12 OZ

10.49

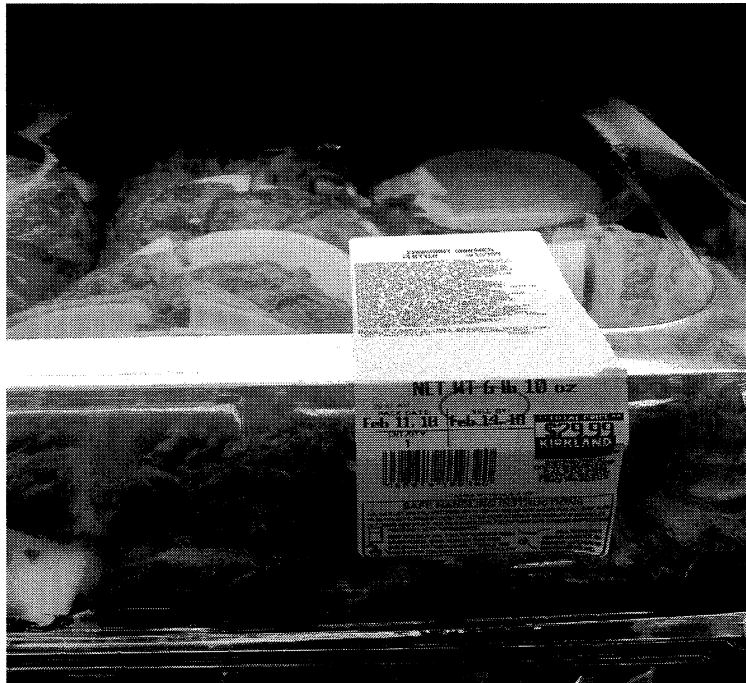
CRV 1.50

PEPSI
 SAME GREAT PEPSI TASTE
 36

KIRKLAND

PIZZA

SLICE	18" WHOLE
1.99	9.95
COMBO: 760 cal.	4,560 cal.
CHEESE: 760 cal.	4,540 cal.
PEPPERONI: 710 cal.	4,230 cal.



RCA Spring Mixer 2018

ASI FUNDING (FOOD)

Costco

Cookies- $\$15.99 \times 2 = \31.98 (32.00)

Croissant sandwiches- $\$29.99 \times 3 = \89.97 (90.00)

Pizza- $\$9.95 \times 7 = 69.95$ (70.00)

Water- $\$4.99 \times 2 = \9.98 (10.00)

Pepsi- $\$10.49 \times 2 = \20.98 (21.00)

TOTAL: \$ 222.56 (223.00)

ASI FUNDING- \$223.00

DECORATIONS- FLOWER CENTER PIECES AND WHITE TABLE COVERS

\$100.00

TOTAL COST OF EVENT- \$323.00