



# Funding Request Form

## 2017-18

For the Students, by the Students!

- 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 Graduation Mixer 2018  
 Date(s) of Event: 5/18/18 Semester Spring  
 Location of Event: U-SU Los Angeles Room ABC  
 Expected Total Attendance: 130  
 Expected Attendance of Cal State LA Students: 100

### Event Description and Total Cost Breakdown

Briefly describe the event:  
 The RCA Graduation Mixer is an event that is created to honor the students that graduate in May each year. We will be providing them an opportunity to celebrate with their professors, friends, and family members for their great accomplishment here on campus before they graduate.

Is the event open to all Cal State LA students?: Yes  
 How will this program enhance the Cal State LA experience?:  
 This event will help students come together and celebrate their academic achievement with professors, fellow classmates and family. It will give them one last memory of their college experience honored by their professors and family.

**Hospitality**

Description	Amount
Golden Eagle Hospitality Cater	\$2,975.15

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount

### Event Summary

Total Cost of Event: \$0.00  
 Amount Requested from A.S.I.: \$2,975.15  
 Amount from other sources: \$400.00

What other resources are you employing for this event?  
 Other resources we are employing for this event are doing two fundraisers. We plan on doing a bake sale in March and a fluff ice food truck sale in April.

### 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 11:21:28

# 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 DATE: 10/11/17  
 EVENT CONTACT NAME: Cinyand Man Li  
 NAME OF EVENT: RCA Grad - Mixer LOCATION: U-SU Los Angeles Room CA3C  
 EVENT DATE: 5/18/18 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: Graduation Mixer

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):

New graduate students celebration together with professors, colleagues, families, and friends. An event to network with another students.

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  YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2. 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 damages by the University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held responsible for damages if the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

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Page 2 of 2

BY: CA

## 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  
Cinyard Man Li  
 ADVISOR'S NAME  
Dr. Frances Siu

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) DATE:  
[Signature] 10/9/17  
[Signature] 10/9/17

## 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] 10/30/17

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: 10/30/17  FACILITIES USE COORDINATOR DATE: \_\_\_\_\_

### NOTES OR UPDATES:

need to meet w/ Danyelone Ogister

**Reservation Confirmation**

<b>Sponsor</b>	<b>Reservation:</b> 11564
Cinyand Man Li Rehabilitation Counseling Association 5154 State University Drive Los Angeles, CA 90032	Event Name: RCA Graduation Mixer Status: Confirmed Phone: Email Address: Event Contact: Monica Casas Phone:

<b>Bookings / Details</b>	<b>Quantity</b>
---------------------------	-----------------

*Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.*

*Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.*

Met with Event Services: \_\_\_\_\_  
 Met with Media Services: \_\_\_\_\_

**Food Permit**

*For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.  
 For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.*

Will food be served?  
 YES

**Friday, May 18, 2018**

**4:00 PM - 9:00 PM RCA Graduation Mixer (Confirmed) U-SU Los Angeles Room ABC - 308ABC**

Banquet for 170	
Room Charge:	1
Event Services:	
Los Angeles Room Chairs	170
Los Angeles Room Round Table - 66"	17
30 inch Interior Table	4
Event Services Setup Notes:	
Sponsor requested (4) 6x30' tables for food	
Media Services - Conference:	
Multimedia Podium - Los Angeles ABC (MPLB)	1
<i>Laptop Presentation: VGA Video Connection</i>	
<i>Laptop Presentation: 3.5 mm Sound Connection</i>	
<i>Lectern Microphone: Podium Mic</i>	
<i>Wireless Microphones: Wireless Hand-held Microphone: A</i>	
<i>Wireless Microphones: Wireless Hand-held Microphone: B</i>	
<i>Music Playback: i-pod</i>	
<i>Screen Options: Screens A B C</i>	
<i>Laptop Display Adapters: HDMI</i>	

**Bookings / Details**

Quantity

*Laptop Display Adapters: MAC-Mini DisplayPort*  
Laser Pointer / Power Point Clicker

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**GENERAL STATEMENT AND GUIDELINES**

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.
- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or designee.
- The Information & Event Services Office schedules space on a first-come, first-serve basis.
- The Information and Event Services Office reserves the right to:  
Reassign facilities in order to maximize efficient and effective use of its facilities.  
Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

**CONDUCT AND RESPONSIBILITY OF SPONSORS**

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using U-SU facilities must restore them to original condition.
- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. \*The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.\*
- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

**RESERVATION PAYMENT, PRE-PAYMENT, & INVOICING FOR EVENTS****Off-Campus Reservations:**

- Reservations cancelled more than thirty (30) days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than thirty (30) days in advance, but more than two (business days), fifty percent (50%) of collected fees will be refunded.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

**On-Campus Reservations:**

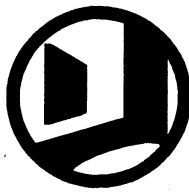
- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

**PAYMENT and PRE-PAYMENT for EVENTS**

Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit at the time of the reservation request and full payment no later than ten (10) business days prior to the event or via a Purchase Order. Reservations requested less than thirty (30) days in advance will require full payment within five (5) business days after the reservation is requested. Reservations requested less than five (5) business days will require payment in full at the time of the reservation request.

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
**UNIVERSITY STUDENT UNION**

# MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
5154 State University Drive, Rm # 107  
Los Angeles, CA 90032-8636  
Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor:  Recognized Club/Org  Cal State LA Department  Off-Campus  Other

Organization Name: Rehabilitation Counseling Association Reservation Contact: Cinyard Man Li

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event\*: May 18th, 2018 Title of Event: ACA Graduation Mixer

Access Start Time: 4:00 pm Event Start Time: 5:00 pm Event End Time: 8:00 pm Access End time: 9:00 pm

Event Contact: Monica Casas Phone Number: (818) 521-2576

Faculty/Staff Advisors Name: Dr. Siu Extension: \_\_\_\_\_

If you represent an **off campus** organization:

1) Please provide billing address:

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

2) You must fill out Schedule B regarding event insurance.

## EVENT INFORMATION

Please check YES or NO to the following statements regarding event details:

- Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_
- There will be guest participants that are 51% from off-campus:  YES  NO
- There will be vendors fair or exhibitors as part of this event:  YES  NO
- Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
- Food will be served:  YES  NO If so, who is providing? University Catering
- This event is directly related to the educational mission of the University:  YES  NO
- This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO
- This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO
- Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: ACA Banner
- The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO
- A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.
- This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

## EVENT LOCATION \*\* Indicates Multi-Media Room (See back for details)

- U-SU Theatre 106\*\*
- Boardroom South 303A
- Boardroom North 303B\*\*
- Boardroom North & South 303\*\*
- Alhambra Room 305\*\*
- Pasadena Room 307
- Los Angeles Room 308ABC\*\*
- Los Angeles Room 308BC\*\*
- Los Angeles Room 308A\*\*
- Los Angeles Room 308B\*\*
- Los Angeles Room 308C\*\*
- Montebello Room 309
- El Monte Room 311
- San Gabriel Room 313\*\*

## PREFERRED ROOM SET UP

- Theatre Style
- Banquet Style
- Reception Style
- Conference Style
- Classroom Style
- Discussion Circle

Expected Attendance  Setup Count: 170  
(For specialized setups, sponsors will need to meet with a coordinator for more details.)

## ADDITIONAL EQUIPMENT

- For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers  Riser Staging  Easel (up to 4) \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cocktail Tables \_\_\_\_\_

NOTES: 4 - 30 inch long tables for food.

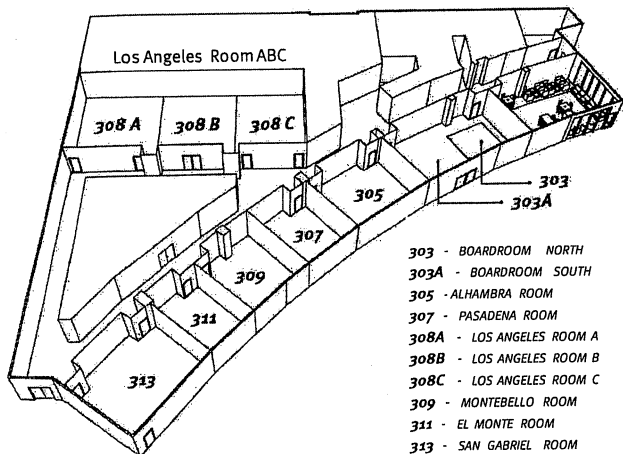
Requestor's Signature: \_\_\_\_\_ Date: 10/11/17

Before you sign, please review your information at the front/back of this page to ensure accuracy.



**LOS ANGELES ROOM CONCERT PA** (For Bands Only)

Wired Microphone \_\_\_\_\_ up to 7 available     i-pod Connection     DI Box (Direct Input Box) 1 available  
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



**MEDIA SERVICES – NON-SMART ROOMS**

These rooms come with a media cart upon request. Please select a room and individual items needed for the event.

- BOARDROOM SOUTH
- PASADENA
- MONTEBELLO
- EL MONTE

**MEDIA CART OPTIONS**

- LCD Projector     Bluetooth
- MP3 Playback     FM Radio
- Sound Connection

**ACCESSORIES**

- Non-Amplified Podium     Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors:     MAC     HDMI     Surface

**MEDIA SERVICES – SMART ROOMS**

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below.

- BOARD ROOM NORTH
- ALHAMBRA
- SAN GABRIEL
- LOS ANGELES A
- LOS ANGELES B
- LOS ANGELES C
- LOS ANGELES ABC    Screens:     A     B     C     Side C
- LOS ANGELES BC    Screens:     B     C     Side C

\*Sponsors are responsible for providing their own laptop

**PODIUM OPTIONS**

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held \_\_\_\_\_ Up to 2
- Wireless Microphone: Lavalier (Clip Mic) \_\_\_\_\_ Up to 2
- Music Playback:     iPod     CD
- DVD/VHS     DVD     VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors:     MAC     HDMI     Surface

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

**MEDIA SERVICES THEATER - U-SU THEATER PACKAGES**

- Basic Sound - CD/Mp3 player with 1 Wireless Mic     Podium     Bluetooth Audio
- Full Sound - CD/Mp3 player     Wireless Mics \_\_\_\_\_ 5 available     DI Box \_\_\_\_\_ 2 available     Bluetooth Audio
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player     2 Wireless Mics     Computer/Sound Connection     Bluetooth Audio
- Presentation - Projector, Computer/Sound connection, Podium     3 Wireless Mics     Blu-Ray or DVD/VHS Player     Bluetooth Audio
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics     Projector w/ computer sound connection     Bluetooth Audio
- Basic Stage Lighting - Stage Wash
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash     Follow spot (Requires tech @ hourly rate)
- Laptop VGA Adaptors:     MAC     HDMI     Surface

**Reservation Agreement**

*CM* I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: Cinyard Man Li

*CM* I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

*CM* I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

*CM* I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

*CM* I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

*CM* I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

*CM* I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Processed by: \_\_\_\_\_     New Request     Revised/Updated Request     Res# \_\_\_\_\_



Golden  
Eagle  
Hospitality

for: Event # E32145  
on: Friday, May 18, 2018

Client/Organization Rehabilitation Counseling Association	Event Date 5/18/2018 (Fri)	Booking Contact Monica Casas	Event # E32145
Address 5151 State University Drive	City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (818) 521-2576	Guests 130 (Act)
Party Name RCA Graduation Mixer	Sales Rep Amanda Tapia	Theme	Category

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		5:15 pm	5:30 pm	Student Union	Delivery

**Food & Beverage**

Food/Service Items	Unit	Price	Total
Delivery to LA Room ABC for 5:30pm			
(135) Disposables	Guest(s)	0.35	47.25
(130) Option A - Buffet	Guest(s)	17.50	2,275.00
-Mixed Green Salad with Lemon-Viniagrette			
-Grilled Sliced Chicken with Lemon- Herb Sauce			
-Mashed Potatoes			
-Sautéed Vegetables			
-Carrot Cake			
-Bread and Butter			
-Pink Lemonade and Water Service			
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,322.25	0.00	0.00	0.00	0.00	0.00	0.00	2,322.25
Service Charge	394.78	0.00	0.00	0.00	0.00	0.00	0.00	394.78
Taxes	258.12	0.00	0.00	0.00	0.00	0.00	0.00	258.12
Total	2,975.15	0.00	0.00	0.00	0.00	0.00	0.00	2,975.15
Subtotal	2,322.25	Paid	0.00					
Tax	258.12	Balance	2,975.15					
Service Charge	394.78							
Total Value	2,975.15							

Banquet Event Order is

Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)



**E32145 - Rehabilitation Counseling Association**

invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office.  
Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax  
will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

RCOA

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GRADUATION  
MIXER

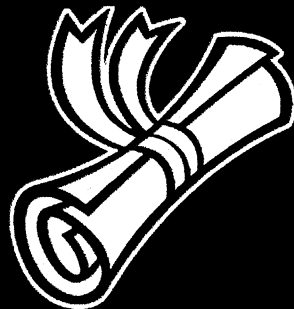
FRIDAY, MAY 18, 2018  
5:00PM - 8:00PM

FOOD WILL BE SERVED FROM 5:30PM-6:30PM

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5151 STATE UNIVERSITY DR, LOS ANGELES, CA 90032

USU-LOS ANGELES ROOM ABC



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



## SPRING 2018 CALENDAR OF EVENTS

Membership meetings: 1<sup>st</sup> Thursday of the month – 2/1, 3/1, 4/5, 5/3, 2018

3:05-4:05 pm, Room KH- C4077

Nothin' But Sand Beach Cleanup by Heal the Bay	February 17 <sup>th</sup> - Saturday 10:00 a.m.- 12:00 p.m. Dockweiler State Beach - Tower 54 11999 Vista Del Mar Playa Del Rey, CA 90203 At the end of Imperial Hwy
Midnight Mission	February 24 <sup>th</sup> - Saturday 3:00 p.m. - 6:00 p.m. 601 South San Pedro Street, Los Angeles, CA 90014
Spring Mixer	March 16 <sup>th</sup> - Friday 5:00 p.m. - 8:00 p.m. U-SU Los Angeles Room ABC
Orphanage Visit	TBD - March
RCA Board Elections	TBD - April
3 <sup>rd</sup> Annual Cal State LA Conference on Reintegration of Formerly Incarcerated Populations	April 6 <sup>th</sup> Friday 8:30 a.m. - 3:00 p.m. Cal State LA Golden Eagle Ballrooms 1&2
2 <sup>nd</sup> Annual Mental & Behavioral Health Conference: Disability, Equality, & Advocacy	April 28 <sup>th</sup> - Saturday 8:00 a.m. - 2:00 p.m. Cal State LA Golden Eagle Ballrooms
RCA Graduation Mixer	May 18 <sup>th</sup> - Friday 5:00 p.m. – 8:30p.m. U-SU Los Angeles Room ABC
8 <sup>th</sup> Annual Back-to-School Project	August 11 <sup>th</sup> - Saturday 9:00 a.m. – 2:00 p.m. U-SU Los Angeles Room ABC

**Fundraisers:**

Please check Facebook: **RCA at CSULA** or Instagram: **RCACSULA** for updates.

**Contact Information: rcacsula@gmail.com**

If you would like to volunteer for any events feel free to contact us through this email. Everyone is welcome!