



# 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: Hispanic Business Society  
Event Title: Aligning the Stars  
Date(s) of Event: 4/28/18 Semester Spring  
Location of Event: Golden Eagle Ballroom  
Expected Total Attendance: 100  
Expected Attendance of Cal State LA Students: 70

### Event Description and Total Cost Breakdown

Briefly describe the event:  
This banquet is intended to motivate Cal State LA students to pursue their passion and congratulate those students who have volunteered during the year. Through speeches by guest speakers and student leaders, we hope to inspire students to volunteer as well.

Is the event open to all Cal State LA students?: Yes  
How will this program enhance the Cal State LA experience?:  
It will motivate students to take on leading roles within campus. As well as an opportunity to network with professionals who can offer mentorship and even job opportunities.

Hospitality	
Description	Amount
Golden Eagle Hospitality	\$3,141.58

Honoraria/Contracts	
Description	Amount
Jade Oval Award Trophies	\$1,179.82

Marketing	
Description	Amount

Other	
Description	Amount
Flower centerpieces	\$350.00
Themed Decorations	\$152.25
Sashes (20)	\$900.00

### Event Summary

Total Cost of Event: \$5,723.65  
Amount Requested from A.S.I.: \$2,907.58  
Amount from other sources: \$2,816.07  
What other resources are you employing for this event?

### 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: u 10 APR 2018 11:08:23

# 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: Hispanic Business Society

EVENT CONTACT NAME: \_\_\_\_\_

EM

NAME OF EVENT: Hispanic Business Society Banquet

LOCATION: Cal State LA Golden Eagle Ballroom 3

EVENT DATE: 4/20/2018 BEGIN TIME: 6pm

END TIME: 11pm

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         | SOCIAL PROGRAM      | COMMUNITY SERVICE | CONFERENCE/CONVENTION |

OTHER: End of the year banquet/ceremony

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):

The Hispanic Business Society celebrates the accomplishments our executive board, general members, and Cal State LA students. We honor their work by providing dinner, awards, and scholarships during the event. Also, seniors are recognized and presented their SASHes if they are current members.

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

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

Updated 08.18.17 | Page 1 of 2

3/2/18 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.

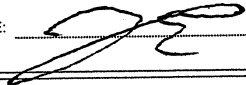
**Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.**

N/A

PRESIDENT: Jennifer Telles

SIGNATURE:  DATE: 2/26/18

TREASURER: JORGE ESQUEDA

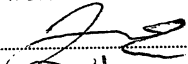
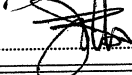
SIGNATURE:  DATE: 2/26/18

## 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.

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:
JORGE ESQUEDA		2/26/18
ADVISOR'S NAME		2/22/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: 

DATE:

3/2/18

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:

Hope to see your org @ Student Leader Awards. ✓

**The Hispanic Business Society**  
PRESENTS

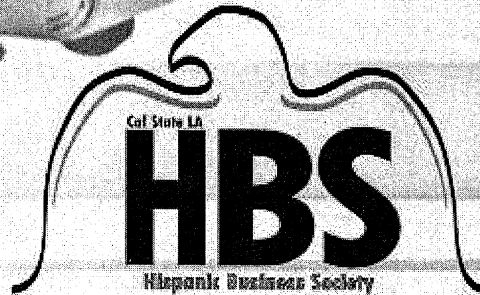


**ASSOCIATED STUDENTS, INC.**

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

# 2018 Banquet

**SATURDAY, APRIL 28**  
**6PM - 11PM**  
**GOLDEN EAGLE BALLROOM**



PosterMyWall.com



Golden  
Eagle  
Hospitality

for: Event # E31453  
on: Saturday, April 28, 2018

Client/Organization Hispanic Business Society		Event Date 4/28/2018 (Sat)		Booking Contact George Esqueda		Event # E31453	
Address 5154 State University Drive				City, St/Prov Postal Los Angeles, CA 90032		Bookings Tel 100 (Act)	
Party Name HBS Banquet		Sales Rep Amanda Tapia		Theme Banquet		Category	

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		6:00 pm	11:00 pm	Ballrm 3	Banquet 8

**Food & Beverage**

Food/Service Items	Unit	Price	Total
(100) Buffet-Style Dinner -Traditional Caesar Salad with Garlic Croutons	Guest(s)	22.00	2,200.00
(3) Vegetarian Meal: TOFU-Chicken with Curried Cream Sauce, Rice Pilaf and Sauteed Vegetables	Guest(s)	22.00	66.00
(97) -Seared Chicken Breast with a Curried Cream Sauce -Rice Pilaf -Sauteed Vegetables -Bread and Butter	Guest(s)		
(50) -Chocolate Genache	Each		
(50) -Red Velvet	Each		
- Lemonade and Water Service			
(10) Disposables	Each	0.35	3.50

**Equipment/Miscellaneous**

Food/Service Items	Unit	Price	Total
Sign to Read: 34th HBS Annual Banquet -Traveling through New Horizons			
(1) Check in Table 2 Chairs- set outside			
(10) Rounds of 10 - White Linen			
(10) 72" - Navy Blue- Diamond (Mary)	Each	10.00	100.00
-White Napkins -Buffet set in back - double sided			
(2) 7ft Table - for Trophies - set on stage			
(1) Stage		75.00	75.00
(1) Podium and Microphone (1) Av Cart, Projector and Screen (Client to provide laptop)		25.00	25.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,269.50	0.00	0.00	200.00	0.00	0.00	0.00	2,469.50
Service Charge	385.82	0.00	0.00	34.00	0.00	0.00	0.00	419.82
Taxes	252.26	0.00	0.00	0.00	0.00	0.00	0.00	252.26
Total	2,907.58	0.00	0.00	234.00	0.00	0.00	0.00	3,141.58





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

Subtotal	2,469.50	Paid	0.00
Tax	252.26	Balance	3,141.58
Service Charge	419.82		
Total Value	3,141.58		


**Banquet Event Order is 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.**

---

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

Credit Card Number\*     

*Please Enter Your Credit Card Number.*


Security Code (CW#)\*  

Expiration Date: \*


**PLACE ORDER**

<b>Billing Address</b>	<b>Shipping Address</b>
Anvi Ho 2102 1/2 HANCOCK ST LOS ANGELES, CA 90031-3423 United States 6263767612 ho_anvi@yahoo.com	Anvi Ho 2102 1/2 HANCOCK ST LOS ANGELES, CA 90031-3423 United States

**CART SUMMARY** [EDIT CART](#)

Item	Product Description	Unit Price	Qty	Total Price
	9 1/4" JADE OVAL CRYSTAL AWARD- #GLJOV9	\$39.99	20	\$799.80
	set up \$35-qty below 50	\$35.00		\$35.00
	no gift bag	\$0.00		\$0.00
	eng oval crys	\$0.00		\$0.00
	5.75x9.25 w/logo extra engraving	\$253.50		\$253.50

**YOU QUALIFIED FOR A FREE ITEM**

	FREE PLAY HARD DUFFLE BAG- #PRBGDUFFL	FREE	1	FREE
--	---------------------------------------	------	---	------

**ORDER SUMMARY**

Subtotal:	\$1,088.30
UPS-Ground Shipping: 	\$91.52
Sales Tax:	\$0.00
<b>Order Total:</b>	<b>\$1,179.82</b>

**PLACE ORDER**

Google

Gmail

4 of 340

- COMPOSE
- Inbox (31)
- Starred
- Important
- Chats
- Sent Mail
- Drafts (23)
- All Mail
- Spam (15)
- Trash
- Categories
- 2009-2010
- 2010-2011
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017
- CSULA\_SURGE (34)
- Internship Opportunities
- Meeting Minutes
- Notes
- More

Gomez party & Events

New Invoice

\$350.00 due on April 25, 2018

Pay Invoice

HBS Banquet

Invoice #000002  
March 1, 2018

Customer  
Hispanic business society  
Hbs.vicepresident@gmail.com

We appreciate your business.

<b>Flower centerpieces x 14 (\$25.00 ea.)</b>	<b>\$350.00</b>
Note: Centerpieces for business banquet Event date April 20th 2018. Delivery and set up included in price	
<b>Subtotal</b>	<b>\$350.00</b>
<b>Total Due</b>	<b>\$350.00</b>

Gomez party & Events  
 5951 HAAS AVE  
 LOS ANGELES, CA 90047-1013 United States  
 marienegomez9620@icloud.com  
 213-507-5637



**Guaranteed delivery date: Mar. 3, 2018** if you order in the next 1 hour and 1 minute (Details)  
Items shipped from Amazon.com



**Movie - Hollywood Party Photo Booth Props Kit - 20 Count**  
Big Dot of Happiness, LLC  
**\$19.99** ✓prime  
Qty: 1  
Sold by: BigDotOfHappiness  
Only 5 left in stock.  
[Add a gift receipt](#)  
and see other gift options

**Choose your Prime delivery option:**  
 Saturday, Mar. 3  
 FREE Two-Day Shipping  
 Monday, Mar. 12  
 FREE No-Rush Shipping  
**Get a \$1 reward for select digital items. Details**



**Personalized Hollywood Walk of Fame Stars Decor (12 Pack)**  
Windy City  
**\$27.99** ✓prime  
Qty: 2  
Sold by: BIGFLY  
[Add a gift receipt](#)  
and see other gift options

**Place your order**  
By placing your order, you agree to Amazon's privacy notice and conditions of use.

**Order Summary**

Items (12):	\$145.03
Shipping & handling:	\$0.00
Total before tax:	\$145.03
Estimated tax to be collected*	\$7.22
<b>Order total:</b>	<b>\$152.25</b>

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)

**Get a \$40 Amazon.com Gift Card instantly**  
upon approval for the Amazon.com Store Card. See details and restrictions. [Apply now](#)

**Estimated delivery: Mar. 6, 2018 - Mar. 8, 2018**  
Items shipped from Balloons-and-Party



**Movie Premier Fabric Floor Runner 15' Decoration (Each) - Party Supplies**  
**\$8.35**  
Qty: 6  
Sold by: Balloons-and-Party  
Gift options not available.

**Choose a delivery option:**  
 Monday, Mar. 5 - Thursday, Mar. 8  
**\$9.99 - Expedited Shipping**  
 Tuesday, Mar. 6 - Thursday, Mar. 8  
**FREE Standard Shipping**

**Get a \$40 Amazon.com Gift Card instantly**  
upon approval for the Amazon.com Store Card. See details and restrictions. [Apply now](#)

**Estimated delivery: Mar. 8, 2018**  
Items shipped from Amazon.com



**Movie Clapboard Clapper - Hollywood Directors Prop (7" x 8")**  
**\$4.99** FREE Shipping for Prime members  
Qty: 2  
Sold by: Discount Party and Novelty  
Gift options not available.

**Choose your Prime delivery option:**  
 Thursday, Mar. 8  
**FREE Standard Shipping**

**Get a \$40 Amazon.com Gift Card instantly**  
upon approval for the Amazon.com Store Card. See details and restrictions. [Apply now](#)

**Guaranteed delivery date: Mar. 6, 2018** if you order in the next 11 hours and 2 minutes (Details)  
Items shipped from Zoom Party



**Beistle 54528 Lights, Camera, Action Cutouts, 19.25", 3 Pack**  
The Beistle Company  
**\$8.98** ✓prime  
Qty: 1

**Choose your Prime delivery option:**  
 Tuesday, Mar. 6  
**FREE Two-Day Shipping**  
 Wednesday, Mar. 7 - Friday, Mar. 9  
**FREE Standard Shipping**

# Andres Jackets

3403 W. Beverly Blvd.  
Montebello, CA 90640  
(323) 837-9772

CUSTOMER ORDER NO.	DATE 3-6-2018
TAX EXEMPT NO.	SALESPERSON Andres
SOLD TO: Hispanic Business Society (CSULA)	

Terms

CASH	CHECK	CHARGE	C.O.D.	LAYAWAY	SHIP VIA	ESTIMATED DATE OF DELIVERY
QUANTITY	SIZE	DESCRIPTION			UNIT PRICE	AMOUNT
		Quote For Custom Sashes			45 <sup>ea</sup>	\$45 <sup>ea</sup>
		Name & Position				
		Class of 2018				
		Cal State LA				
		E HBS Logo				
		Royal gold Sash/gold trim				
<p><b>ANDRES JACKETS AND EMBROIDERY</b>  3403 W. BEVERLY BLVD  MONTEBELLO, CA 90640  PH: (323) 837-9772</p>						
		20 x 45 <sup>ea</sup>				
		<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">\$ 900</span> </div>			SUBTOTAL	\$45
					TAX	
		TOTAL				
		SEPOSIT				
		BALANCE				
RECEIBET BY					TOTAL DUE	