



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: Mad Scientist
Event Title: Mac n Cheeze Fest II: Electric Boogaloo
Date(s) of Event: 4/13/18 Semester Spring
Location of Event: Golden Eagle Ballroom
Expected Total Attendance: 50-80
Expected Attendance of Cal State LA Students: 50-80

Event Description and Total Cost Breakdown

Briefly describe the event:

Community building event meant to showcase engineering lab's robotic and mobility projects. Furthermore, we want to build the confidence of our engineers and ensure that they are able to talk about and present the projects that they are a part of.

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

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

This program will create bonds between departments that otherwise would not be in the same room.

Hospitality

Description	Amount
Golden Eagle Ballroom	\$1,800.00
Mac and Cheese	\$130.00
Sodas	\$100.00

Honoraria/Contracts

Description	Amount
Sound Equipment/DJ	\$300.00
3D Printing Materials	\$20.00

Marketing

Description	Amount
Posters	\$140.00

Other

Description	Amount
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Event Summary

Total Cost of Event: \$2,490.00
Amount Requested from A.S.I.: \$2,490
Amount from other sources: \$100.00
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: AM

18 MAR 2 PM 2:53:56

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: Mad Scientist *Club*

DATE: 02-20-2018

EVENT CONTACT NAME:

EMAIL:

NAME OF EVENT: Mac n Cheeze Fest II: Electric Boogaloo

LOCATION: Golden Eagle Ballroom

EVENT DATE: 04-13-2018

BEGIN TIME: 8:00 PM

END TIME: 12:30 AM

ESTIMATED ATTENDANCE: 50-80

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):

Community building event meant to showcase engineering lab's robotic and mobility projects. Furthermore, we want to build the confidence of our engineers and ensure that they are able to talk about and present the projects that they are a part of.

*Need more information: DJ? Electric Boogaloo? Agenda?
 half of the event will be lit where exhibit will be & Candice
 be & the other half will be dem. Most of event will
 be aux and last hour will be DJ by club 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 Campus Police will most likely do area checks

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.



RECEIVED

2/26/18 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.

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

Carlos A Sanchez

ADVISOR'S NAME

Dr. Samuel Landsberger

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

2/20/18

2/20/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: _____

DATE:

2/21/18

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:

Hours open at 8pm. From 8pm - 12:30 the students will be listening to music & look at projects from students.

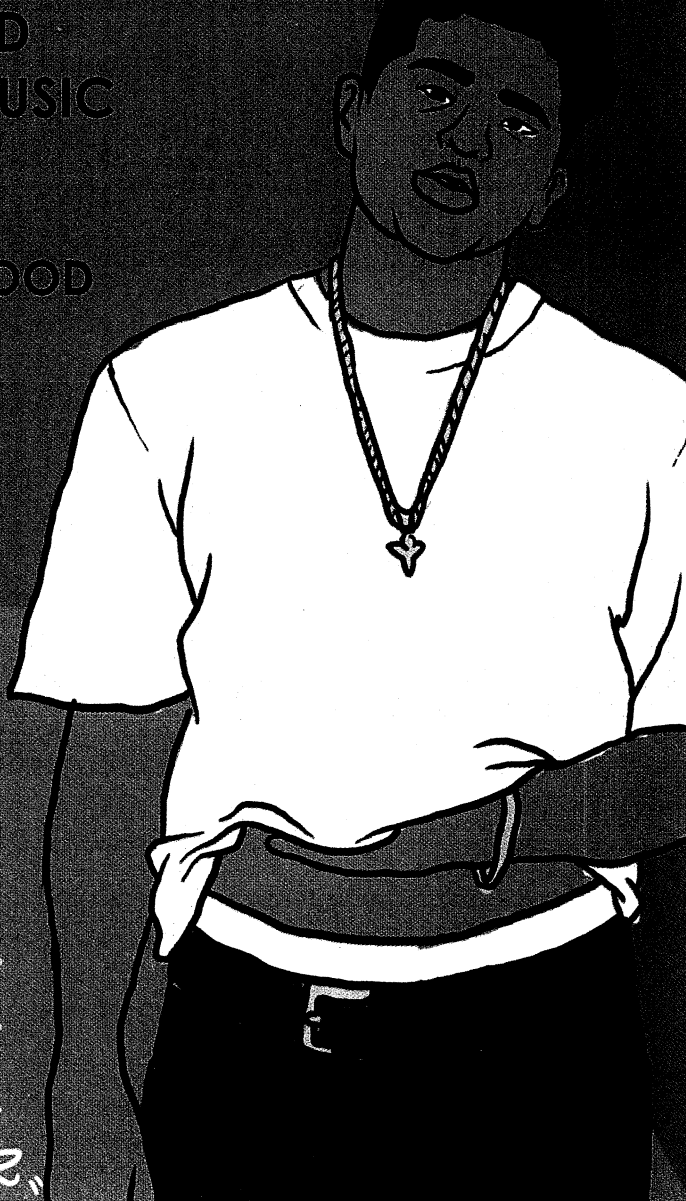
MAC N CHEESE

FEST II: **ELECTRIC BOOGALOO**

FRIDAY, APRIL 13th 2018
8PM - 12AM

ROBOTIC SHOWCASE
AND
LIVE MUSIC

FREE FOOD



ASI

CINCO
FLARE



Golden
Eagle
Hospitality

for: Event # E32222
on: Friday, April 13, 2018

Client/Organization Mad Scientist	Event Date 4/13/2018 (Fri)	Booking Contact Michael Alvarez	Event # E32222
Address 5151 State University		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel () -
Guests 70 (Act)			
Party Name Mad Scientist - Concert	Sales Rep Amy Miers	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:00 pm	12:00 am	Ballrm 2-3	Reception

Food & Beverage

Food/Service Items	Unit	Price	Total
**Food Setup at 9:30pm **			
Set on north Side of Room			
(70) Disposables	Each	0.35	24.50
Served in Chafers			
(2) Full Pan - Macaroni and Cheese (30-32pp)	Each	100.00	200.00
(2) Full Pan - Macaroni and Cheese with Bacon (30-32pp)	Each	120.00	240.00
(2) Full Pan -Three Cheese Macaroni and Cheese (30-32pp)	Each	110.00	220.00
(2) Full Pan-Mashed Potatoes	Each	85.00	170.00
(5) Cheeseburger Sliders w/ Thousand Island	Dozen(s)	30.00	150.00
(4) -Chocolate Strawberries	Dozen(s)	30.00	120.00
(50) Canned Soft Drinks (Assorted)	Each	1.50	75.00
(2) Pink Lemonade	Gallon(s)	18.00	36.00
Water Service			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
Client to Provide Stage- to be set on South Ballroom of BR2			
(1) Small Dance Floor(24x15) - In front of stage	Each	125.00	125.00
(10) 7ft Tables (no linen)- Set on East, and West Walls	Each	5.00	50.00
(8) Cocktail Tables with Linen	Each	20.00	160.00

Notes

Set-up: 6:00pm
Doors Open: 8:00pm
Beverage: 8:00pm
Food at 9:30pm
Band: 10:30pm
Artist: 11:00pm
End 12:00pm

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

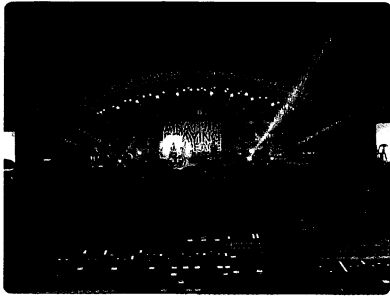
Strike: until 1:00am

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,124.50	111.00	0.00	335.00	0.00	0.00	0.00	1,570.50
Service Charge	191.17	18.87	0.00	56.95	0.00	0.00	0.00	266.99
Taxes	124.99	12.34	0.00	0.00	0.00	0.00	0.00	137.33
Total	1,440.66	142.21	0.00	391.95	0.00	0.00	0.00	1,974.82

Subtotal	1,570.50	Paid	0.00
Tax	137.33	Balance	1,974.82
Service Charge	266.99		
Total Value	1,974.82		

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)



INVOICE

373

Professional Sounds and Lighting
Norwalk, CA

Date: Mar 2, 2018

Payment Terms: ESTIMATE

Due Date: Apr 13, 2018

Balance Due: \$ 300.00

Bill To:

MAD SCIENTIST
CALIFORNIA STATE UNIVERSITY, LA

Item	Quantity	Rate	Amount
Speakers	4	\$50.00	\$200.00
Medium Lighting	2	\$20.00	\$40.00
Small Stage	2	\$30.00	\$60.00

Subtotal: \$ 300.00

Total: \$ 300.00

Notes:

Estimate is for Mac and Cheeze Fest II

Terms:

Agreed Upon Free Delivery