

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

Officer Name: _____

Officer Title: _____

Address: _____

City/State/Zip: _____

Phone & Email: _____

Officer Signature: _____

Organization

Club/Organization: Students United to Reach Goals in Education

Event Title: S.U.R.G.E. Retreat

Date(s) of Event: Mar. 26-29, 2018 Semester: Spring

Location of Event: Mammoth Mountains

Expected Total Attendance: _____ 25 people

Expected Attendance of Cal State LA Students: 25 students

Event Description and Total Cost Breakdown

Briefly describe the event:

This retreat will be an experience for each student that will open their horizons and make. The student will come out with skills, for their personal growth and be able to learn about what it is to be part of their community.

Is the event open to all Cal State LA students?: Select One...

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

this program will encourage students to keep working hard in school and care for other students that have limited resources and need guidance to reach their goals.

Hospitality

Description	Amount
Cabin	\$2,000.00
ASI paying 70%	\$1,188.60 ✓

Honoraria/Contracts

Description	Amount
ASI paying transportation	\$700.00
ASI paying gas	\$900.00

Marketing

Description	Amount
Shirts (25)	\$430.00
ASI paying 7.25 per shirt	\$181.25 ✓

Other

Description	Amount
ASI paying for food(\$98 per person)	\$2,400.00
ASI paying materials for workshops	\$265.50

Event Summary

Total Cost of Event: \$ 7,030.18

Amount Requested from A.S.I.: \$3,000.00

Amount from other sources: \$4,000.00

What other resources are you employing for this event?

N/A

revised

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:

19 MAR 2 PM 4:33:08

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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: Students United to Reach Goals in Education PHONE: _____

EVENT CONTACT NAME: _____

NAME OF EVENT: SURGE RETREAT

LOCATION: Mammoth Mountains

EVENT DATE: 3/26-3/29 BEGIN TIME: 9:00 am END TIME: 5:00 pm ESTIMATED ATTENDANCE: 25
3/26 3/29

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: Retreat

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 checked="" type="checkbox"/> DOMESTIC TRAVEL |
| <input type="checkbox"/> BEACH BONFIRE | | |

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

There will be an agenda where they will be workshops for all people attending daily.

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. 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: Costco

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
3/11/17
JLBMG

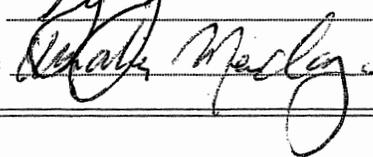
STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

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.

MIA

* PRESIDENT: Gonzalo Martinez
 X TREASURER: Amalia Medoza

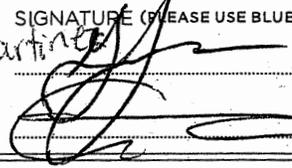
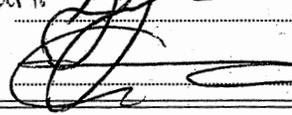
SIGNATURE:  DATE: _____
 SIGNATURE:  DATE: 2/28/18

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: President - Gonzalo Martinez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: _____
 ADVISOR'S NAME: Enrique Ochoa SIGNATURE:  DATE: 2/28/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: _____

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY _____

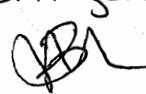
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

- PUBLIC AFFAIRS DATE: _____
- DEPT. OF PUBLIC SAFETY DATE: _____
- ATHLETICS DATE: _____
- FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

All general release forms and emergency contact forms are due by 3/12/17. 

TOGETHER WE RISE

SURGE'S

RETREAT

2018

March 26 - 29, 2018
Mammoth Lake

Cross
Cultural
Centers



GLAZER FAMILY
DREAMERS RESOURCE CENTER



ASSOCIATED STUDENTS, INC.

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

Cabin

\$2,000 with damage waiver

1698+ 302 With Damage Waiver

https://www.airbnb.com/rooms/22979567?location=Mammoth%20Lakes&adults=15&children=0&infants=0&guests=15&check_in=2018-03-26&check_out=2018-03-29&s=17u2xIUP

y. 70% ASI covers

\$400 per night	
<hr/>	
Dates	
03/26/2018 → 03/29/2018	
Guests	
15 guests 	
\$400 x 3 nights	\$1,200
Cleaning fee 	\$200
Service fee 	\$144
Occupancy Taxes 	\$154
Total	\$1,698

Transportation

Dear Gonzalo,

Thank you for choosing Van Rental Center.

The following is a copy of your reservation details:

Request number: VR-7055298
Status: Confirmed
Submitted: Tuesday, January 23, 2018 - 11:17 PM (UTC)

Vehicle: 15 Passenger Van Rental
Pickup: Sunday, March 25, 2018 - 03:00 PM
Long Beach Airport
Dropoff: Friday, March 30, 2018 - 03:00 PM
Long Beach Airport

Customer name:

Email:

Phone:

Pickup address: 5151 State University drive Los Angeles ca 90032

Day(s) rental 6 x (59.95 per day)	359.70
Surcharge (6.95)	41.70
VLF (2.95)	25.70
Pickup Fee (49.95)	49.95
Dropoff Fee (49.95)	49.95
Collision Damage Waiver (CDW) (24.95 per day)	149.70
Promotion Discount (5.00 %)	-33.44
Subtotal	635.26
Sales Tax (9.00 %)	57.17
Total	700.00

<https://www.vanrentalcenter.com/english/rent/group.aspx?v=9704>

\$700.00 per van X 2 Vans = \$ 1,400.00

From CSULA to our destination its 300 miles one way X 2 trips x 2 vans = 1200 miles accumulated.

This Van MPG is 16 miles per Gallon

75 gallons total at 4.00 a gallon = 300+150 extra is \$450.00

Vans + Gas = \$1,850.00

Food

\$2,400.00 for 25 students @12 a meal x 8 meals

\$2,400.00/25=\$98.00 per student

\$98.00/ 8 per student = 12.00 per meal

We need 2,400.00 for food

Workshop materials: (\$265.50)

1. 25 notebooks x \$1 each= \$25.00
2. 10 markers for \$5= \$5.00
3. 10 safety scissors X \$1 each =10.00
4. 1 Poster Board X \$2.50= \$2.50
5. 10 glue sticks for \$3.00
6. 2 First-Aid kit x \$28 each= \$56

<https://www.walmart.com/ip/First-Aid-Only-First-Aid-Kit-for-25-People-106-Pieces-OSHA-Compliant-Metal-Case/14983955>

7. Snow Chains X 2 sets @ \$82.00= \$164.00

a. <https://www.walmart.com/ip/First-Aid-Only-First-Aid-Kit-for-25-People-106-Pieces-OSHA-Compliant-Metal-Case/14983955>
<https://www.walmart.com/ip/First-Aid-Only-First-Aid-Kit-for-25-People-106-Pieces-OSHA-Compliant-Metal-Case/14983955>

5

Total for trip is \$7,030.18

Approximate Number of items of food



4 Santitas White Corn Tortilla Chips, 11 Oz
\$2.00 each [View details](#)

\$8⁰⁰



2 Jif Creamy Peanut Butter, 40 oz
\$5.78 each [View details](#)

\$11⁵⁶



2 Heinz Tomato Ketchup, 32 Fl Oz
\$3.38 each [View details](#)

\$6⁷⁶



6 Kraft Singles American Pasteurized Prepared Cheese Product, 24 count, 16 oz
\$3.52 each [View details](#)

\$21¹²



1 Hidden Valley Original Ranch Dressing, 24 Fl Oz
\$3.88 each [View details](#)

\$3⁸⁸



6 Great Value Finely Shredded Low-Moisture Part-Skim Mozzarella

\$13³²



4 Great Value Organic Whole Kernel Corn, No Salt Added, 15 oz
\$1.32 each [View details](#)

\$5²⁸



365 Everyday Value, Grated Parmesan Cheese, 8 Ounce \$3.29
In Stock
prime pantry
[Delete](#) | [Save for later](#)

3



Silk Pure Almond Vanilla, 32-Ounce (Pack of 6) \$13.46
In Stock
prime pantry
[Delete](#) | [Save for later](#)

1



Gain HEC Original Liquid Laundry Detergent 64 Loads 100 Fluid Ounce \$9.94
In Stock
prime pantry
[Delete](#) | [Save for later](#)
Coupon Clipped
Save \$2.00

1



Bounce Fabric Softener Sheets, Outdoor Fresh, 240 Count \$8.24
In Stock
prime pantry
[Delete](#) | [Save for later](#)
Coupon Clipped
Save \$1.00

1



Kraft Macaroni & Cheese Dinner, Original, 7.25 oz, 5 Pack \$4.50
In Stock
prime pantry
[Delete](#) | [Save for later](#)
Coupon Clipped
Save 15%

2



4 Great Value Organic Broccoli Florets, 10 oz
\$2.28 each [View details](#)

\$9¹²



6 Marketside Organic Cage Free Large Grade A Brown Eggs, 18 ct
\$5.74 each [View details](#)

\$34⁴⁴



Folgers Classic Roast Coffee, 38.4 Ounce \$7.87
In Stock
prime pantry
[Delete](#) | [Save for later](#)

1



Quaker Oats Quick 1-Minute Oatmeal, Breakfast Cereal, 18oz Canister \$2.48
In Stock
prime pantry
[Delete](#) | [Save for later](#)

1



Quaker Oatmeal Squares, Brown Sugar, Breakfast Cereal, 14.5 oz Box \$2.99
In Stock
prime pantry
[Delete](#) | [Save for later](#)

2



Ferrero Nutella Hazelnut Spread, 13 oz. Jar \$3.48
In Stock
prime pantry
[Delete](#) | [Save for later](#)

2



Cheerios Gluten Free Breakfast Cereal, 21 oz, Family Size Cereal Box \$3.50
In Stock
Ships in Certified Frustration-Free Packaging
prime pantry
[Delete](#) | [Save for later](#)

4



Cheerios Gluten Free Breakfast Cereal, 21 oz, Family Size Cereal Box \$3.50
In Stock
Ships in Certified Frustration-Free Packaging
prime pantry
[Delete](#) | [Save for later](#)

4



365 Everyday Value, Organic Honey & Nut Morning O's, 12.2 Ounce \$3.99
In Stock
prime pantry
[Delete](#) | [Save for later](#)

4



365 Everyday Value, 100% Recycled Bath Tissue, 4 Count \$2.99
In Stock
prime pantry
[Delete](#) | [Save for later](#)

4



365 Everyday Value, Organic Tahini, 16 Ounce \$6.39
In Stock
prime pantry
[Delete](#) | [Save for later](#)

1

Approximate Number of items of food

 <p>6 Great Value Original Bacon, 12 oz \$3.44 each View details</p>	 <p>2 Cacique Vegetarian Soy Chorizo, 10 oz \$1.22 each View details</p>
 <p>1 Sweet Yellow Onions, 3 lbs Bag \$2.94 each View details</p>	 <p>3 Vegetarian Original Chao Slices, 7 oz \$5.98 each View details</p>
 <p>6 Oscar Mayer Classic Wieners 10 ct Pack \$2.74 each View details</p>	 <p>8 House Foods Tofu Firm, 16.0 OZ \$1.84 each View details</p>
 <p>4 Cauliflower, each \$2.47 each View details</p>	 <p>1 Great Value Organic Ground Turmeric, 1.8 oz \$3.97 each View details</p>
 <p>10 Idaho Potatoes, 5 lbs \$2.97 each View details</p>	 <p>4 Seedless Red Grapes, 2 lb bag \$2.78 / lb View details</p>
 <p>8 Sliced White Mushrooms, 8 oz \$1.98 each View details</p>	 <p>4 Nature's Own 100% Whole Grain Bread, 20 oz \$2.78 each View details</p>
 <p>16 Russet Potatoes, each \$0.98 / lb View details</p>	

Approximate Number of items of food

 10 Green Bell Pepper, each \$0.88 each View details	\$8⁸⁰	 4 Santitas White Corn Tortilla Chips, 11 Oz \$2.00 each View details	\$8⁰⁰
 10 Cucumber, each \$0.68 each View details	\$6⁸⁰	 2 Heinz Tomato Ketchup, 32 Fl Oz \$3.38 each View details	\$6⁷⁶
 10 Zucchini, each \$1.78 / lb View details	\$9⁷⁹	 1 Hidden Valley Original Ranch Dressing, 24 Fl Oz \$3.88 each View details	\$3⁸⁸
 3 Frito-Lay 2Go Flavor Mix Variety Pack, 1 Oz,	\$20⁹⁴	 6 Wonder Classic Hot Dog Buns, 8 ct, 12 oz \$2.38 each View details	\$14²⁸
 4 Great Value Organic Whole Kernel Corn, No Salt Added, 15 oz \$1.32 each View details	\$5²⁸	 8 Bimbo Hamburger Buns, 8 ct, 11 oz \$2.28 each View details	\$18²⁴
 4 Great Value Organic Broccoli Florets, 10 oz \$2.28 each View details	\$9¹²	 4 Nature's Own Sliced Honey Wheat Bread, 20 oz \$2.78 each View details	\$11¹²
 6 Marketside Organic Cage Free Large Grade A Brown Eggs, 18 ct \$5.74 each View details	\$34⁴⁴		

 Folgers Classic Roast Coffee, 38.4 Ounce In Stock prime pantry Delete Save for later	\$7.87	1
 Quaker Oats Quick 1-Minute Oatmeal, Breakfast Cereal, 18oz Canister In Stock prime pantry Delete Save for later	\$2.48	1
 Quaker Oatmeal Squares, Brown Sugar, Breakfast Cereal, 14.5 oz Box In Stock prime pantry Delete Save for later	\$2.99	2
 Ferrero Nutella Hazelnut Spread, 13 oz. Jar In Stock prime pantry Delete Save for later	\$3.48	2
 Cheerios Gluten Free Breakfast Cereal, 21 oz, Family Size Cereal Box In Stock Ships in Certified Frustration-Free Packaging prime pantry Delete Save for later	\$3.50	4

Retreat

Name	Email	Phone#
K		
M:		
D:		
H:		
E		
J:		
G		
A		
V:		
C		
K:		
R:		
K:		
A:		
R:		
M:		
C		
A		
D		
A		

M		
R: A ₁		
I ₂		
P ₂		
D		

Shirt Size

- | | |
|-----|----|
| 1. | M |
| 2. | L |
| 3. | M |
| 4. | L |
| 5. | M |
| 6. | M |
| 7. | XL |
| 8. | S |
| 9. | M |
| 10. | S |
| 11. | S |
| 12. | S |
| 13. | M |
| 14. | M |
| 15. | XL |
| 16. | M |
| 17. | M |
| 18. | M |
| 19. | L |
| 20. | M |
| 21. | L |
| 22. | M |
| 23. | L |
| 24. | L |
| 25. | M |



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Career Development
Center**

March 7, 2018

To whom it may concern,

As lead advisor of Students United To Reach Goals in Education (S.U.R.G.E), I am aware of their Board's decision to hold a Leadership Retreat during Spring break vacation this month, from March 26th through March 29th (a period of four days and three nights). I am also aware that they have requested funding from ASI for this event.

Steve Teixeira



STEVE TEIXEIRA

Career Development Specialist
Career Development Center
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LinkedIn