and the second	11
Associated St Funding Reque For the Students, by the Students," 2017-18 Contact Officer Name: Officer Title: Address:	Fvent Flyer w/A S I Logo
City/State/Zip: Phone & Email: Officer Signature: Event Description Briefly describe the event:	Location of Event: Tempe, AZ Expected Total Attendance:64 Expected Attendance of Cal State LA.Students:64 and Total Cost Breakdown Is the event open to all Cal State LA students?: Select One Ves
Pacific South West Conference is an annual ever where ASCE goes to compete with other schools both projects and sport competitions.	
Hospitality       Description     Amount       Housing     \$3,000.00	Honoraria/Contracts         Description       Amount
Marketing Amount	Other     Amount       Description     Amount
Event Summary           Total Cost of Event:         \$3,000.00           Amount Requested from A.S.I.:         \$3,000.00           Amount from other sources:         \$0.00           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 than10 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:       T.S.

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

GOMPLETL)

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: Ame	rican Society of Civil Engineers			DATE: 2/16/18
EVENT CONTACT NAME:				
NAME OF EVENT: Pacific South V	West Conference	LOCATIO	N: Tempe, AZ	
EVENT DATE: 4/12-4/14 BI	EGIN TIME: 12:00AM EN	D TIME: 12:00PM ES	TIMATED ATTEND	ANCE: 64
TYPE OF ACTIVITY (THE UNIVERS	SITY'S GENERAL RELEASE WILL BE R	EQUIRED FOR CERTAIN EVENTS	.)	
BENEFITS TO PROCEED	EDUCATIONAL PROGRAM	SPIRITUAL PROGRAM		NAL PROGRAM
DANCE/PARTY	SOCIAL PROGRAM	COMMUNITY SERVICE	CONFEREN	CE/CONVENTION
OTHER:				· · · ·
WILL YOUR EVENT INCLUDE A	NY OF THE FOLLOWING? (PLEA	ASE CHECK ALL THAT APPLY)		
SPORTS ACTIVITY OR COMP	PETITION FOREST/PARK C	CLEAN-UP	INTERNATIONA	/
BEACH CLEAN-UP	INDOOR/OUTDO	OOR COOKING	DOMESTIC TRAY	/el 🗸
BEACH BONFIRE		<b>F</b> (2).		
The Pacific South West Conference	BELOW (INCLUDE ALL ACTIVITI e (PSWC) is an annual event in which ong with the projects we also compe	ch we go and compete with othe	r schools the main pr luding but not limite	ojects being Concrete Canoe, d too basketball, soccer, and
WHO IS INVITED (CHECK ALL T	HAT APPLY):		/	
STUDENT ORG. MEMBERS	CAL STATE LA COMMUNITY	OTHER COLLEGES & U	NIV. 🗸 GENER	AL PUBLIC V GUEST LIST
Events intended for the gen weekly email by the Center	eral Cal State LA campus will be for Student Involvement.			Events distributed in a bi- IY EVENT TO BE POSTED.
	MISSION CHARGE, REGISTRATIO			
WILL A MOVIE BE SHOWN?	VIO YES (If yes, please atta	ach written proof of viewing ri	ghts.)	
WILL THE EVENT HAVE SECUR	NO YES If yes, p	lease explain On campus polic	e and	
WILL FOOD BE SERVED AT TH	HE EVENT? NO VES			
IF YES, WHO WILL PROVIDE	THE FOOD? UNIVERSITY CAT	ERING VOTHER: Food prov	vided by Arizona Sta	te University
A completed food permit	is required for all on-campus eve	ents with food unless the food	l is provided by Un	iversity Catering.
WILL ALCOHOL BE PRESENT	AT THE EVENT? VNO YES	. Please attach a completed (This form may take up to th	-	
WILL THE EVENT BE HELD IN A R	ESTAURANT/VENUE WHERE ALCOH	IOL IS AVAILABLE?	YES Initials	PLEASE LIST 2 TIPS TRAINED
If so, please af	firm organization members and	l guests will not consume al	cohol.	MEMBERS ON PAGE 2.
WILL OFF-CAMPUS MEDIA B	E NOTIFIED ABOUT THE EVENT	(NEWSPAPER, TV, RADIO, E	rc.)? VNO	YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.
DOES THE STUDENT ORGANIZ	ZATION WANT TO PURCHASE SP	ECIAL EVENT INSURANCE F	OR THIS EVENT?	NO YES
the University-Student Union.	organization events are not cover Student organization officers or th nee for a particular event, please co	ne advisor may be held person	nce by California S ally liable. If the stu	ate University, Los Angeles or dent organization would like to
Tanan kata kata kata kata kata kata kata		2/23/18 NG		Updated 08.18.17   Page 1 of 2

# 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.

Org	will be	paying	for	membe	rs.		
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.

The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject CONDUCT: the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.

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 ALCOHOL: 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.

#### 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." PUBLICITY:

If your event will require the use of general release waivers prior to organization member and guest participation, your GENERAL organization is required to comply with all instructions provided by CSI, including submitting all completed forms and RELEASE: 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.

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) DATE: STUDENT ORG. OFFICER'S NAME 2/16/2018 Jason Medina ADVISOR'S NAME orra Melerde 17 Donna Melendez

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NOTES OR UPDATES:			

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AMERICAN SOCIETY OF CIVIL ENGINEERS PACIFIC SOUTHWEST CONFERENCE 2018

> Arizona State University April 12 - 14, 2018 2018 Competitions ENGINEERING: CONCRETE CANOE STEEL BRIDGE GEOTECHNICAL ENVIRONMENTAL **TRANSPORTATION** SUSTAINABILITY SURVEYING TECHNICAL PAPER DESIGN-BUILD



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS

MISCELLANEOUS: IMPROMPTU CONCRETE FRISBEE MYSTERYEVENT OBSTACLE COURSE JEOPARDY SCAVENGER HUNT

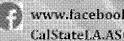
For more information on how to participate, contact us on our email or stay up to date with the latest conference news by visiting our webpage or by subscribing to any of our social media pages.

csula.asce@gmail.com

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@CalStateLA\_ASCE

@calstatela\_asce



www.facebook.com/ CalStateLA.ASCE

www.csulaasce.weebly.com



Your reservation 4 nights, 5 rooms		
Your group	30 adults	
Check-in	Wednesday, April 11, 2018 (from 3:00 PM)	
Check-out	Sunday, April 15, 2018 (until 12:00 PM)	
Breakfast	Breakfast is included in the room rate.	
Lunch	Lunch isn't included in the room rate	
Dinner	Dinner isn't included in the room rate	

5 rooms 7.27 % TAX is included. 7 % City tax is included. Total Price

\$4,319.41



DATE: March 21, 2018

FROM:

TO: ASI

CC:

SUBJECT: Funding for PSWC 2018 in AZ.

The Cal State LA Civil Engineering Department recognizes that the student chapter of American Society of Civil Engineers (ASCE) are attending the Pacific South West Conference (PSWC) 2018 in Tempe, AZ. Dates are April 11, 2018 to April 14, 2018 and the department acknowledges their ASI application for the total amount of \$3,000 for lodging.

ASCE Fagulty Advisor

ASCE Faculty Advisor

Date:

03,21,2018

Date:

3/21/18

Department Chair - Civil Engineering

Date:

#### California State University, Los Angeles CLASS GENERAL RELEASE (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION) NOT AUTHORIZED FOR USE WITH MINORS

# RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity (include name of professor and course): Attending annual ASCE PSWC 2018 in Tempe, AZ.

Activity Date(s) and Time(s): April 11- 15, 2018

Activity Location(s): PSWC 2018 conference in Tempe, AZ

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.

# ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

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## ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

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In consideration of being permitted to participate in the <u>ASCE Pacific Southwest</u> <u>Conference</u> ("Event"), I release the American Society of Civil Engineers and its affiliates, officers, directors, employees, members, and agents from any liability for injuries or events occurring as a result of my participation in this Event, and I waive all rights and claims for damages suffered by me in these activities.

I am fully aware of the risks inherent in the Event, which may include but are not limited to injuries or loss caused by physical activity; hazardous weather, ground, or environmental conditions; other participants; slips, falls, collisions, or any other accident; or any other risk or danger.

I recognize that I am fully responsible for knowledge of my own state of health and for determining whether participation in any activity related to this Event is medically appropriate for me. I hereby certify that I am physically fit and do not have any physical conditions which could be aggravated by my participation in any the Event.

I agree that I am participating in the Event on a voluntary basis, with full knowledge and acceptance of the risks involved, and I assume complete responsibility for my wellbeing.

I hereby release and forever discharge ASCE from any claim whatsoever which arises on account of any first aid, treatment or service rendered or not rendered to me in connection with my participation in the Event.

I understand and agree that by signing this agreement I am releasing any right to make any claim, now or in the future, for damages or any other relief against ASCE even if the claim arises from an injury or damage caused, or alleged to have been caused, by the negligence of ASCE.

I intend that this Release and Waiver of Liability shall be binding upon me and my heirs, executors, personal representatives and assigns.

NAME:`	U	v	·	•	- · ·	<u></u>	 	
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# LIABILITY WAIVER

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SIGNATURE: Ruben A. DATE: 3/13/18

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314 18 DATE: SIGNATURE:

Steel Bridge - Bosketball

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SIGNATURE:

DATE: 03/13/18

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SIGNATURE:

DATE: 03 - 13-18

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NAME: SIGNATURE: NUMA RALLA DATE: 3//3/18

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NAME: V- V

Geotech Mystery Event

SIGNATURE: I awing Sem

DATE: 3/13/18

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NAME:

SIGNATURE: Kinin Romon DATE: 3/13/18

Steel Bridge Busketball

# LIABILITY WAIVER

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NAME:\_\_\_

SIGNATURE: Hu Rais

DATE: 3-13-18

Concrete

canoe

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DATE: 3/ 13/18 SIGNATURE:

(oncrete (ande EALDOOL VItimate Frisbee Basketball

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NAME:

SIGNATURE:

DATE: March 13, 2018

# STEEL BRIDGE SOCCER VOLLEYBALL

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NAME: 3/14/18 -DATE: SIGNATURE:

· Concrete Frisbel : Environmental Team

Frishee

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SIGNATURE: Rachal Show DATE: 3/12/16

Environmental

Steel Bridge

Voiley ball Scavenger Hugt

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•Steel Bridge

• Ultimate Frisbee

· Soccer

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tapour Muetar DATE: 03/13/18 SIGNATURE:

E-NVIRONMENTAL

TEAM

### LIABILITY WAIVER

Ultimate FRISBEE

BASCETBALL

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SIGNATURE: 1/ 10 A / DATE: 2-12-18

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SIGNATURE: Dichard R

DATE: 3/12/2018

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# PLANE SURVEYING & BASKETBALL

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Basnerball

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SIGNATURE:	(5	DATE:	3-13-18

Steel Bridge Soccer Volleybould

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Steel Bridge Jeopardy (If permitted) Tug of War

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SIGNATURE: Kally DATE: 3 - 13 - 18

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J SIGNATURE: Migulli DATE: 3/13/2019

CONCRETE CANOE VOLLEY BALL VLTIMATE FRISBEF BASKETBALL SOCCER

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NAME: 1

SIGNATURE: Menulanne

DATE: <u>3/13/18</u>

Steel Bridge Charal Volley Ball

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NAME:\_\_

SIGNATURE: Julie 2

DATE 3/19/18

#### California State University, Los Angeles

#### **Field Trip Emergency Information Guidelines Form**

The following guidelines are for the collection and retention of emergency information related to a University sponsored field trip. This information shall be retained by the Field Trip Supervisor in-charge of the travel. Additionally, an extra copy shall accompany another State employee and/or University registered volunteer in the event the primary person becomes incapacitated.

The Emergency Information shall contain one or more of the following elements (those indicated by a "\*" are required – PLEASE PRINT):

\*University Field Trip Supervisor:

NAME

\*Travel narticipant's name. home address and phone contact number.

NAME

HOME ADDRESS PHONE NUMBER

\*Travel participant's emergency contact name and phone number and relationship of this contact to travel participant.

NAME PHONE NUMBER RELATIONSHIP

- Travel participant's parent and/or legal guardian's name and phone number (if different from above).
- Identification of physical limitations that the travel participant might have (disclosure is voluntary).

NIA

Name and contact information of travel participant's personal physician.

NAME

PHONE NUMBER

#### All information shall be maintained as confidential and only released when deemed appropriate based on the circumstances of the disclosure.

The aforementioned elements are intended to be a guide to Field Trip Supervisors and there may be the need to gather additional information beyond those elements shown above.

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INAME.	HOME ADDRESS	FIIONE NOWIDER

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UNITED FOR THE	<u></u>	
NAME	PHONE NUMBER	

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- Travel participant's parent and/or legal guardian's name and phone number (if different from above).
  NAME
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- Any special medical condition and/or medication that the travel participant might require special assistance with in the event they become incapacitated (disclosure is voluntary). Please list:
  - Identification of physical limitations that the travel participant might have (disclosure is voluntary).
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NAME:

SIGNATURE:

DATE: March 15, 2018

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NAME:

SIGNATURE:

DATE: 3/13/18

Steel Bridge, Soccer, Jeopardy



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Steel bridge Soccev Volleyball

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Steel Bridge Basiletball

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Steel bridge Volleyball

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STEEL BAIDGE BASKETBALL VOILEYBALL SOCCER OBSTATLE COURSE

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Steel Bridge, Volleyball

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DATE: <u>}- |}</u>-SIGNATURE:

#### California State University, Los Angeles CLASS GENERAL RELEASE (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION) NOT AUTHORIZED FOR USE WITH MINORS

#### NOT NOT HORIZED FOR USE WITH MINORS

# RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity (include name of professor and course): Attending annual ASCE PSWC 2018 in Tempe, AZ.

Activity Date(s) and Time(s): April 11- 15, 2018

Activity Location(s): PSWC 2018 conference in Tempe, AZ

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.

#### ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

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SIGNATURE: Mr. M.

DATE: 3/14/18

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DATE: 03/14/2018 SIGNATURE:

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