



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: English Graduate Student Association
Event Title: Significations Conference
Date(s) of Event: 04/27/2018 Semester Spring
Location of Event: Cal State Los Angeles
Expected Total Attendance: 100
Expected Attendance of Cal State LA Students: 80

Event Description and Total Cost Breakdown

Briefly describe the event:
The event is an interdisciplinary academic conference.

Is the event open to all Cal State LA students?: Yes
How will this program enhance the Cal State LA experience?:
It will promote Cal State LA and its English Department. It will also showcase our graduate students from different programs.

Hospitality

Description	Amount
Golden Eagle Hospitality	\$3662.16

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Posters/book/cover	\$980.13

Other

Description	Amount

Event Summary

Total Cost of Event: \$4642.29
Amount Requested from A.S.I.: \$4800.00
Amount from other sources:
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:

A.C.

18 APR 24 11:45:00

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 working 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 on websites 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: **ENGLISH GRADUATE STUDENT ASSOCIATION** PHONE: _____ DATE: **08/29/17**
EVENT CONTACT NAME: **NARINE ZOKHRABYAN** EMAIL: _____
NAME OF EVENT: **EGSA SIGNIFICATIONS CONFERENCE 2018** LOCATION: **UNIVERSITY STUDENT UNION**
EVENT DATE: **04/27/18** BEGIN TIME: **8:30 AM** END TIME: **5:30 PM** ESTIMATED ATTENDANCE: **100 PEOPLE**

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- ☐ FUNDRAISER ☐ 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 TOURNAMENT ☐ FOREST CLEAN-UP ☐ INTERNATIONAL TRAVEL
☐ BEACH CLEAN-UP ☐ INDOOR/OUTDOOR COOKING ☐ DOMESTIC TRAVEL
☐ BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

ACADEMIC CONFERENCE WHERE STUDENTS WILL PRESENT THEIR RESEARCH. EVENT WILL ALSO INCLUDE A KEYNOTE SPEAKER.

WHO IS INVITED (CHECK ALL THAT APPLY):

- ☒ STUDENT ORG. MEMBERS ☒ CAL STATE L.A. COMMUNITY ☒ OTHER COLLEGES & UNIV. ☒ GENERAL PUBLIC ☐ GUEST LIST

Events intended for the general Cal State L.A. 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 FEE, OR DONATION?

(If yes, please complete statement regarding cash transactions on the back of this form) ☒ NO ☐ YES, HOW MUCH? _____

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.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? ☒ NO ☐ YES

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.

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: _____, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

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.

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 Judicial Affairs.

ALCOHOL: Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.

PUBLICITY: All publicity material including banners, brochures, announcements, etc. 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 L.A."

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.

STUDENT ORG. OFFICER'S NAME

NARINE ZOKHRABYAN

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

Narine Zokhrabyan

DATE:

08/29/17

ADVISOR'S NAME

DR. HEMA CHARI

Hema Chari

08/29/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

SIGNATURE

[Signature]

DATE:

8-30-17

CENTER FOR STUDENT INVOLVEMENT DIRECTOR:

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:

pending recognition requirements for spring 2018.

significations

graduate conference, April 27, 2018

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

Significations:
23rd Annual
Graduate Student
Conference

April 27, 2018

University-Student Union

California State University,
Los Angeles

Keynote:
"With Henry James on Ellis Island:
On Immigration and Governmentality"
Dr. Ali Behdad, University of California, Los Angeles

Dr. Ali Behdad is the John Charles Hillis Professor of Literature and Professor of English and Comparative Literature at UCLA. He has published widely on issues of travel, immigration, Orientalism, and Postcolonialism. His first book, *Belated Travelers: Orientalism in the Age of Colonial Dissolution*, challenges prevailing constructions of Orientalism by demonstrating that the cultural hegemony of Orientalism depends on an economy of continual variation which mobilizes a plurality of ideological and discursive positions to address the shifting needs of Orientalism in diverse epistemological and political fields. His new book, *Camera Orientalis: Reflections on Photography of the Middle East*, explores the ways in which the Middle East has been represented in photographs by Europeans and local photographers in the region during a critical period in the development of photography in the second half of the nineteenth century.



DEPARTMENT OF
ENGLISH

INVENTING OTHERNESS, DISSENT, AND CONTROVERSY



Golden
Eagle
Hospitality

for: Event # E32134
on: Friday, April 27, 2018

Client/Organization	Event Date	Booking Contact	Event #
English Graduate Student Association	4/27/2018 (Fri)	Lizette Toribio	E32134
Address		City, St/Prov Postal	Booking Tel
5151 State University Drive		Los Angeles, CA 90032	
Party Name	Sales Rep	Theme	Category
Associated Students, Inc.	Amanda Tapia	Delivery	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		7:45 am	12:30 pm	Student Union	Delivery

Setup Notes

****Deliver to USU Los Angeles Room****

****Breakfast Delivery Time - 08:00 AM****

Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver to USU Los Angeles Room			
Breakfast Delivery Time - 08:00 AM			
(100) Disposables	Each	0.10	10.00
(100) Special Menu	Guest(s)	20.00	2,000.00
(5) Assorted Muffins and Danishes	Dozen(s)	20.00	100.00
(2) Bagels With Cream Cheese	Dozen(s)	22.00	44.00
(1) Small - Fresh Fruit Salad (pp)	Bowl(s)	55.00	55.00
(2) Fresh Orange Juice	Gallon(s)	18.00	36.00
(4) Fresh-Brewed Coffee (Regular)	Gallon(s)	23.00	92.00
(2) Hot Water with Assorted Tea Bags	Gallon(s)	18.00	36.00
Water Service			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(15) White Linens	Each	5.00	75.00

(100) **Lunch Delivery Time - 12:30 PM**	Guest(s)		
(100) Disposables	Each	0.20	20.00
-Grilled Sliced Chicken w/ Lemon-Herb Sauce			
-Pesto Cream Penne Pasta			

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

-(10) Vegetarian Penne Pasta in
Marinara Sauce

-Garlic Bread

-Sautéed Vegetables

-Assorted Cookies

(1) Large - Hummus and Pita Chips	Bowl(s)	60.00	60.00
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(1) Medium - Asian Style Noodle Salad with a Thai Peanut Dressing(36-74pp)	Bowl(s)	75.00	75.00
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(1) Large - Roma Tomato Bruschetta with Garlic Crostini's (75-100pp)	Platter(s)	100.00	100.00
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(1) Medium - Salsa Roja With Tortilla Chips(36-74pp)	Platter(s)	65.00	65.00
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(2) Lemonade Water Service	Gallon(s)	16.00	32.00
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(1) Medium - Lentil Salad(36-74pp)	Bowl(s)	65.00	65.00
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Notes

English Graduate Student Association

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,594.00	196.00	0.00	75.00	0.00	0.00	0.00	2,865.00
Service Charge	440.98	33.32	0.00	12.75	0.00	0.00	0.00	487.05
Taxes	288.32	21.79	0.00	0.00	0.00	0.00	0.00	310.11
Total	3,323.30	251.11	0.00	87.75	0.00	0.00	0.00	3,662.16

Subtotal	2,865.00	Paid	0.00
Tax	310.11	Balance	3,662.16
Service Charge	487.05		
Total Value	3,662.16		

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)



CSULA, University Printing Center
ADM B12
5151 State University Drive
Los Angeles, CA 90032
phone: 323-343-2692
fax: 323-343-2698

Quotation

Date: 02/22/2018
Quotation No: 00022634

Dear Hema Chari,

Further to your recent inquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title	Significations 2018 posters 11x17
Origination	N/A
Color	4
Size	17 X 11 In.
Material	80 lb Matt Text
Delivery	N/A
Finishing	N/A
Notes	N/A
Quantity	5
Total (ex VAT)	\$ 10.63

Title	Significations 2018 posters 24x36
Origination	N/A
Color	4/0
Size	24 X 36 In.
Material	8mil Gloss Photo Paper
Delivery	N/A
Finishing	N/A
Notes	N/A
Quantity	2
Total (ex VAT)	\$ 33.37

I trust our quote meets with your approval, and look forward to receiving your instructions in due course.
If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,

Randy Foon

If final copy has not been supplied, origination is subject to sight of copy.



CSULA, University Printing Center
ADM B12
5151 State University Drive
Los Angeles, CA 90032
phone: 323-343-2692
fax: 323-343-2698

Quotation

Date: 02/22/2018
Quotation No: 00022635

Dear Hema Chari,

Further to your recent inquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title	Significations 2018 book
Origination	N/A
Color	1/1
Size	6 X 9 In.
Material	White Offset Smooth 70#
Delivery	N/A
Finishing	N/A
Notes	N/A
Quantity	366 sets of 75
Total (ex VAT)	\$ 858.87

Title	Significations 2018 cover
Origination	N/A
Color	4
Size	17 X 11 In.
Material	100 lb Matt Cover
Delivery	N/A
Finishing	N/A
Notes	N/A
Quantity	75
Total (ex VAT)	\$ 77.26

I trust our quote meets with your approval, and look forward to receiving your instructions in due course.
If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,

Randy Foon

If final copy has not been supplied, origination is subject to sight of copy.