



# 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: Statement Magazine

Event Title: Statement Launch

Date(s) of Event: 4-25-18 Semester Spring

Location of Event: Golden Eagle Ballroom

Expected Total Attendance: 150 - 200

Expected Attendance of Cal State LA Students: 150 - 200

#### Event Description and Total Cost Breakdown

Briefly describe the event:

A large launch for Statement Magazine, including administrators, students, staff members, family members. Includes a refreshments, a buffet lunch, and two cakes for audience. We usually have a turnout of about 200 people. Students' work will be read and awards will be presented to published students.

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

How will this program enhance the Cal State LA experience? Statement Magazine offers students a place to see their literary and artistic work in print. It encourages an investment in artistic culture. Students are recognized for their work, and presented with awards.

#### Hospitality

Description	Amount
<u>Food &amp; Food Service</u>	
<u>Food + Food Service</u>	<u>3,340</u>

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	<u>0</u>

#### Other

Description	Amount
<u>Equipment</u>	
<u>Equipment</u>	<u>210</u>

#### Event Summary

Total Cost of Event: 3,600

Amount Requested from A.S.I.: 3,600

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:** AM

18 MAR 14 PM 5:04:23

# 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: Statement Magazine

DATE: 3/6/18

EVENT CONTACT NAME:

NAME OF EVENT: Statement Magazine Launch

LOCATION: Golden Eagle Ballroom

EVENT DATE: 4/25/18

BEGIN TIME: 5:30 PM

END TIME: 8:00 PM

ESTIMATED ATTENDANCE: 200

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):

A launch party for Statement Magazine, attended by staff members, faculty, students, and guests. Copies of the literary magazine will be distributed, and students published in it will be invited to read from their work. Awards will be presented by the Dean of the College of Arts and Letters and local art gallery, The Arbor Academy of Art, to selected published authors and artists. Statement Magazine allows students to see their work in print, and be celebrated as emerging authors and artists. The launch encourages students to engage with their university and with arts and literature.

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, 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.

## 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: Kathryn Harlan DATE: 3-7-18

TREASURER:

SIGNATURE: Orly Ramo Victor DATE: 3-8-18

## 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:

Kathryn Harlan

Kathryn Harlan

3-7-18

ADVISOR'S NAME

Dr. Mary Bush

Mary Bush

3/7/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

[Signature]

3/12/18

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:

Tickets Procedures, needed please plan a mtg w/  
Frangelo - Candice

# STATEMENT MAGAZINE



## *LAUNCH* —PARTY—

WEDNESDAY APRIL 25TH  
GOLDEN EAGLE  
BALLROOM



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

DOORS OPEN AT 5:45PM



Golden  
Eagle  
Hospitality

for: Event # E29781  
on: Wednesday, April 25, 2018

Client/Organization Statement Magazine	Event Date 4/25/2018 (Wed)	Booking Contact	Event # E29781
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (626) 797-6642
Party Name Statement Magazine	Sales Rep Amanda Tapia	Theme Banquet	Guests 150 (Act)
		Category	

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:30 pm	9:00 pm	Ballrm 1-3	Banquet 10

### Setup Notes

### Food & Beverage

Food/Service Items	Unit	Price	Total
Setup in GE Ballrooms 1-2			
**Food Station** 5:45PM**			
(150) Special Menu Buffet	Guest(s)	16.00	2,400.00
-Green Salad with Ranch and Italian Dressing			
-Grilled Sliced Chicken with a BBQ Sauce			
-Rice Pilaf			
-Black Bean and Corn Salad			
-Dinner Rolls with butter			
-Lemonade & Water Service			
*Black Disposables*			
To be served at 7:30pm			
**Set on BR 1 West Wall**			
(3) -Fresh-Brewed Coffee	Gallon(s)	23.00	69.00
(2) -Hot Water with Assorted Teas	Gallon(s)	18.00	36.00
(1) -Red Velvet Cake (1/2 Sheet): W/ PHOTO (AMANDA HAS PHOTO)	Each	80.00	80.00
(1) -Chocolate Ganache with Chocolate Frosting (1/2 Sheet) to read "Congratulations Statement 2017"	Each	60.00	60.00
-Water Service			

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(1) Registration Table with 2 Chairs (outside Ballroom 3, Parallel to the door)	Each		
(1) Check-in Table with 2 Chairs- set outside	Each		
**Ballroom Setup**			
(20) Rounds of 10 with GOLD LINEN	Each		
(1) Stage	Each	75.00	75.00
(1) Av Cart, Projector and Screen-South Wall	Each	50.00	50.00
(1) Podium and Microphone	Each	25.00	25.00
(1) Registration Table with White Linen and Black Skirting (for PROMO Materials)	Each		
(3) Easels	Each	5.00	15.00
(1) Food and Drink Station setup on North Side	Each		
(1) 7ft Table with Linen & Skirting (FOR MATERIALS)			

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

(THROUGHOUT the Event)

## Notes

Food to be sent out at 05:45 PM  
 FOOD TAKE DOWN: 6:45PM  
 Desert and Coffee stations to be set out at 07:45 PM  
 Please separate Food and Drinks Stations  
 1-Food Station  
 1-Drinks Station

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,645.00	0.00	0.00	165.00	0.00	0.00	0.00	2,810.00
Service Charge	449.65	0.00	0.00	28.05	0.00	0.00	0.00	477.70
Taxes	293.99	0.00	0.00	15.26	0.00	0.00	0.00	309.25
Total	3,388.64	0.00	0.00	208.31	0.00	0.00	0.00	3,596.95

Subtotal	2,810.00	Paid	0.00
Tax	309.25	Balance	3,596.95
Service Charge	477.70		
Total Value	3,596.95		

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)