



**Associated Students, Inc.**  
**2018-19 Multiple Club**

...For the Students, by the Students

**Funding Request Form**

- Necessary Documents:**
- Event Flyer w/ A.S.I. logo
  - CSI Event Reg. Form
  - Food Permit
  - Event Estimates/Quotes
  - Cosponsor Agreement Form

**Contact**

Officer Name: \_\_\_\_\_  
 Officer Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone & Email: \_\_\_\_\_  
 Officer Signature: \_\_\_\_\_

**Lead Organization**

Lead Club/Organization: Accounting Society  
 Event Title: Meet The Firms  
 Date(s) of Event: 09/13/2018  
 Location of Event: USU Ballrooms and LA Rooms  
 Exp. Total Attendance: 300+ %: 33% Amount: \$138.06  
 Exp. Attendance of CSULA Students: \_\_\_\_\_

Will multiple clubs be splitting the cost?:  YES  NO

Club/Organization B: Beta Alpha Psi  
 Contact: Yen Le %: 33% Amount: \$138.06  
 Club/Organization C: Association of Latino Professionals for America  
 Contact: Selina Morales %: 33% Amount: \$138.06

**Event Description**

Briefly describe the event: \_\_\_\_\_  
 MTF is a career fair open to all students who will have an opportunity to connect with professionals.  
 How will this program enhance the Cal State L.A. experience?:  
Students will gain valuable knowledge about public, private and government firms.  
 Is the event open to all Cal State L.A. students?: Yes

**For Office Use Only • Do Not Write Below**

**Approved Amounts**

Hospitality: \_\_\_\_\_ Proposal Number: \_\_\_\_\_  
 Honorarium/ \_\_\_\_\_ RPP Deadline: \_\_\_\_\_  
 Contracts: \_\_\_\_\_ Funds Expire: \_\_\_\_\_  
 Marketing: \_\_\_\_\_ Recognized?: \_\_\_\_\_  
 Other: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 U-SU: \_\_\_\_\_  BOD /  Finance  
 Total: \_\_\_\_\_ Account: \_\_\_\_\_

**Important:** (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings. (2) Additionally all paperwork must be submitted no less than 10 business day (2 weeks) prior to the event. (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

**Total Cost Breakdown**

**Honoraria**

Description	Amount

**Marketing**

Description	Amount

**Hospitality**

Description	Amount
GEH Equipment	\$414.18

**Other**

Description	Amount

**Event Summary**

Total Cost of Event: \$414.18  
 Amount Requested from A.S.I.: \$414.18  
 Amount from other sources: \$0.00

What other resources are you employing for this event?

TR 010 15 ex11:04:17 c.v.

# Multiple Club/Organization-COSPONSOR AGREEMENT FORM

Please submit this form with the Funding Request Form if the Event is hosted by multiple clubs. Only clubs recognized by CSI may be listed. All percentages must add up to 100%. If any of the stated percentages are not approved by a signature of the club's president, your Funding Request will be postponed until this form is completed.

Event Name	Meet The Firms	Event Date	09/13/2018
Event Total Cost	\$414.18	Amount Requested of A.S.I.	\$414.18

<b>LEAD CLUB &amp; ORGANIZATION:</b>	Accounting Society	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Erica Hernandez	33%	\$138.06
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		

<b>CLUB &amp; ORGANIZATION B:</b>	Beta Alpha Psi	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Yen Le	33%	\$138.06
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		

<b>CLUB &amp; ORGANIZATION C:</b>	Association of Latino Professionals for America	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Selina Morales	33%	\$138.06
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		

<b>CLUB &amp; ORGANIZATION D:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION E:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION F:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

Total Percentage:

**100%**

Total Amount to be Awarded

**\$414.18**

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

RECEIVED  
8/16/18



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: Beta Alpha Psi / **Accounting Society**  
**ALPHA** PHONE: [REDACTED] DATE: 8/16/18

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: Meet the Firms LOCATION: Golden Eagle Ballroom

EVENT DATE: 9/13/18 BEGIN TIME: 6:00PM END TIME: 10:00PM ESTIMATED ATTENDANCE: 300

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

PROCEEDS TO BENEFIT     EDUCATIONAL PROGRAM     SPIRITUAL PROGRAM     RECREATIONAL PROGRAM  
 DANCE/PARTY     SOCIAL PROGRAM     COMMUNITY SERVICE     CONFERENCE/CONVENTION  
 OTHER: career fair     SPEAKER/PANEL

**WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)**

SPORTS ACTIVITY OR COMPETITION     BEACH/FORREST/PARK CLEAN-UP     INTERNATIONAL TRAVEL  
 BONFIRE     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 AMPLIFIED SOUND     ANIMALS

**PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):**

With the format of career fair, students will have the chance to get to know more about a various number of companies and learn about the job opportunities.

**HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)**

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA: csulabap.org     OTHER: [REDACTED]

**WHO WILL BE 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 FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?**

(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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT?  NO  YES

IF YES, WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING     OTHER: [REDACTED]

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 [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2. 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, 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.

Early bird: \$35  
Standard: \$45

PRESIDENT: \_\_\_\_\_ SIGNATURE: *[Signature]* DATE: 8/16/18  
 TREASURER: \_\_\_\_\_ SIGNATURE: *[Signature]* DATE: 8/16/18

U-SU STUDENT ORGANIZATION ACCOUNT #: \_\_\_\_\_ or  APPROVED EXEMPT STATUS: CSI VERIFICATION

## 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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU \_\_\_" stamp must be clearly visible on the face of the posting.
- 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) *[Signature]* DATE: 8/16/18  
 ADVISOR'S NAME \_\_\_\_\_ SIGNATURE *[Signature]* DATE: 8/15/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 8/16/18  
 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: \_\_\_\_\_  
 OTHER: \_\_\_\_\_ DATE: \_\_\_\_\_  U-SU BUSINESS OFFICE DATE: \_\_\_\_\_

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

California State University, Los Angeles

# MEET THE FIRMS

*Save the date!*

**Thursday, September 13, 2018**

**6:00 PM – 10:00 PM**

**Golden Eagle Ballroom, USU 3rd Floor**

*Cal State La is proud to present the*  
**Fall 2018 Meet the Firms**

Come join us for a chance to network and learn about various opportunities in Accounting, Finance, Computer Information System, Management, and Marketing.

**\*Dress Code: Business Professional\***

**RSVP at link:** <https://www.eventbrite.com/e/meet-the-firms-2018-tickets-47482782280>



**Ticket Pricing:**

- Early Bird: \$35  
\*Before September 5
- Standard: \$45
- At-the-Door: \$55

\*All Sales are Final\*

*Hosted by:*



# MEET THE FIRMS



*Save the date!*

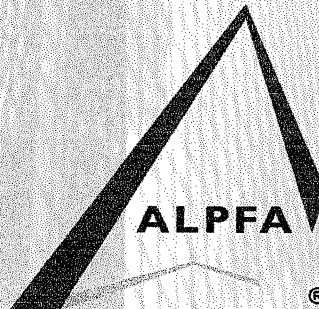
**Thursday, September 13, 2018  
6:00 PM – 10:00 PM  
Golden Eagle Ballroom, USU 3rd Floor**

*Cal State La is proud to present the*  
**Fall 2018 Meet the Firms**

Come join us for a chance to network and learn about various opportunities in Accounting, Finance, Computer Information System, Management, and Marketing.

**\*Dress Code: Business Professional\***

*Hosted by:*



## **Ticket Pricing:**

- Early Bird: \$35  
\*Before September 5
- Standard: \$45
- At-the-Door: \$55
- \*All Sales are Final\*

**RSVP at link:** <https://www.eventbrite.com/e/meet-the-firms-2018-tickets-47482782280>



Golden  
Eagle  
Hospitality

for: Event # E33350  
on: Thursday, September 13, 2018

Client/Organization Beta Alpha Psi - Cal State LA	Event Date 9/13/2018 (Thu)	Booking Contact Tais Tatavoosian	Event # E33350
Address 5151 State University Drive - 5th Floor Simpson To		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (818) 649-0201
Party Name Beta Alpha Psi - Meet the Firms	Sales Rep Amy Miers	Theme Conference	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		2:00 pm	10:00 pm	Ballrm 1-3	10 x 10's

#### Setup Notes

\*\*Guests to Enter from GE Ballroom 2\*\*

\*\*4 Evenly spaced rows of Eight 7ft tables set up in pairs with about 5ft of space between them\*\*

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(4) Registration Tables with 2 chairs outside Ballroom 2 Doors	Each		
(1) 6ft Aisel down the center of the room	Each		
(30) 7ft Tables - Career Fair with linen and 2 Chairs	Each	5.00	150.00
(2) 7ft Tables (1 North side of the room and 1 South side of the room) - Catering Tables	Each		
(12) Directional Signage (Signs to read: Meet the firms in the Golden Eagle Ballrooms)	Each	17.00	204.00

### Notes

Set-up: 4:00pm  
Event Starts: 6:00pm  
Event End: 10:00pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	0.00	0.00	0.00	354.00	0.00	0.00	0.00	354.00
Service Charge	0.00	0.00	0.00	60.18	0.00	0.00	0.00	60.18
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	414.18	0.00	0.00	0.00	414.18

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

E33350 - Beta Alpha Psi - Cal State LA

Subtotal	354.00	Paid	0.00
Tax	0.00	Balance	414.18
Service Charge	60.18		
Total Value	414.18		

**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)