

ASI Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

Necessary Documents:

- ☒ Event Flyer w/ ASI 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: IEEE - Institute of Electrical & Electronics Engineers
 Event Title: Speaker: Farisa Morales (JPL)
 Date(s) of Event: 9/18/18 Semester Fall
 Location of Event: U-SU Montebello Rm
 Expected Total Attendance: 25
 Expected Attendance of Cal State LA Students: 25

Event Description and Total Cost Breakdown

Briefly describe the event:

We invite students to join us, host an external speaker; where they talk about their industrial experience, jobs, tips and special projects. In some cases speakers bring job and internship opportunities.

Is the event open to all Cal State LA students?: Yes

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

Inspires students I to continue pursuing a STEM degree. Opens networking for students. Motivates our students. Brings our community together.

Hospitality

Description	Amount
Award Plaque	\$100.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Publication pdfs	\$5.00

Other

Description	Amount
Food, UAS Catering	\$200.00
Pizza- Pepperoni, Veg, BBQ Chicken	
Sliced Fruit	
Coffee, water, lemonade	

Event Summary

Total Cost of Event: \$305.00
 Amount Requested from ASI: \$350.00
 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 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: SK

18 AUG 31 PM 10:39:03

22

Re: Price Quote

American Awards Company <greg@american-awards.com>

Tue 8/14/2018 9:13 PM

Hi [REDACTED]
We need 2-3 working days plus 1 day for delivery.
We ship all orders UPS.

Shipping cost would be \$7.50

Thanks
Greg

American Trophy & Award Company
Greg Armes
213.553.9334
www.american-awards.com

On Aug 14, 2018, at 7:36 PM, [REDACTED] wrote:

Greg,

How many days in advance should we send you our .pdf file? Lets say we want a plaque by Sept 6th. And can the plaque be picked up in person to avoid shipping?

Thank you

[REDACTED]

From [REDACTED]
Sent: Monday, August 13, 2018 10:15 PM
To [REDACTED]
Subject: Price Quote

Hi [REDACTED]

I have attached a couple of our popular Recognition Plaques from our value line series for your consideration.

The price includes 50 Free Letters of Engraving. Additional letters just .20 cents each.

We can also engrave your own logo. The setup fee is \$35.00 (one time charge) and \$7.50

For each engraved logo.

Sales tax is additional and delivery via UPS is \$10.00. Orders that reach \$150.00 shipping is free.

I just need a pdf with your text and logo.

We accept Visa, MasterCard and American Express credit cards for payment.

Please let me know if you have any questions

Thank you, I look forward to working with you.

3C201 8 x 10 Cherry Finish Award Plaque

Your choice of Blue, Red, Black Plate

\$28.95

Includes 50 Letters Free Engraving

Add'l Letters of Engraving .20 cents per Letter

Add your Logo

\$35.00 One time setup charge

\$7.50 each Logo Engraved



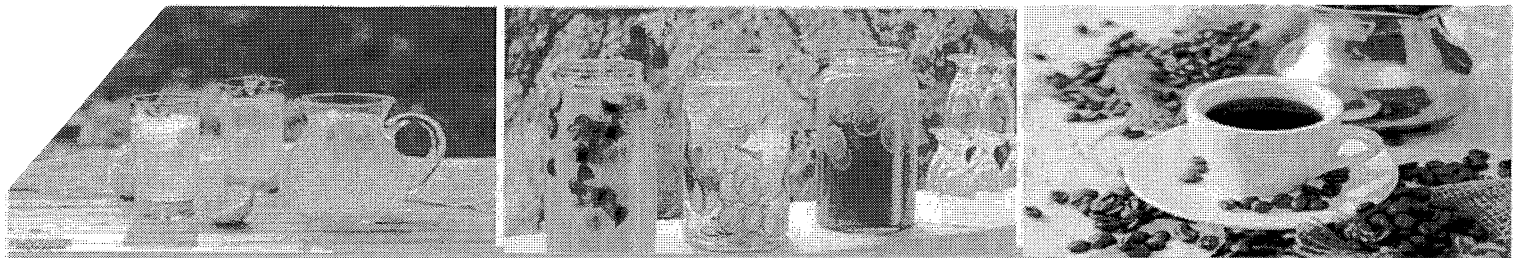


CATERING MENU



Cal State L.A. University Auxiliary Services, Inc.
GOLDEN EAGLE HOSPITALITY

California State University – Los Angeles



BEVERAGES

HOT BEVERAGES

FRESH BREWED COFFEE \$28 Per Gallon

Regular or Decaffeinated

HOT WATER WITH ASSORTED TEA BAGS \$25 Per Gallon

HOT CHOCOLATE \$22 Per Gallon

COLD BEVERAGES

FRESH BREWED UNSWEETENED ICED TEA \$22 Per Gallon

FRESH BREWED RASPBERRY ICED TEA \$22 Per Gallon

PINK LEMONADE \$22 Per Gallon

JUICE \$22 Per Gallon

Apple, Cranberry, or Orange

FRUIT INFUSED WATER \$18 Per Gallon

Cucumber Mint, Orange Lemon Lime, or Mixed Berry

WATER SERVICE STATION \$25 Per 3 Gallons

BOTTLE WATER \$1.50 Per Bottle

OCEAN SPRAY INDIVIDUAL BOTTLES \$3 Per Bottle

Apple, Cranberry, or Orange

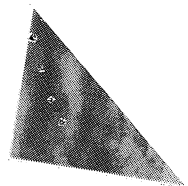
ASSORTED PEPSI CANNED SOFT DRINKS \$1.50 Each

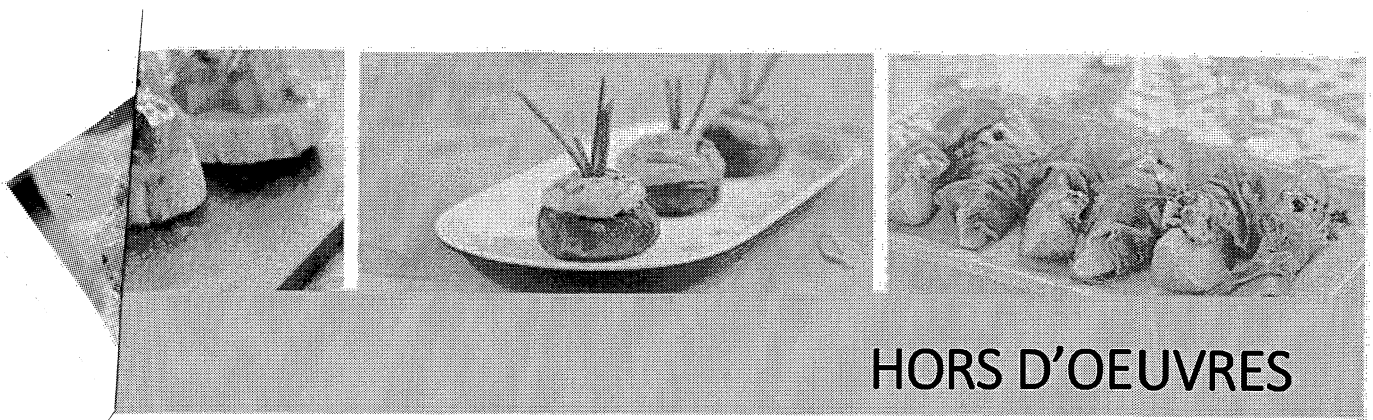
Brisk Ice-T, Dr. Pepper, Mountain Dew, Pepsi, Diet Pepsi, Sierra Mist, Diet Sierra Mist, Root Beer, Orange Crush

Golden Eagle Hospitality

A 17% service charge plus applicable sales tax is added to all food and beverage items

Delivery fees may be applicable | .50¢ per person disposables charged separately





HORS D'OEUVRES

RICE BALLS WITH BLACK SESAME PASTE \$24 Per Dozen

MOZZARELLA FILLED MUSHROOM CAPS \$24 Per Dozen

CHICKEN AND BLUE CHEESE MEATBALLS \$28 Per Dozen

FRENCH ONION TART FILLED WITH GRUYERE CHEESE & APPLE BRANDY \$28 Per Dozen

MINI CRAB CAKES \$30 Per Dozen

Served with Homemade Roumalde Sauce

MINI SALMON CAKES \$30 Per Dozen

Served with Homemade Roumalde Sauce

GRILLED PESTO SHRIMP SKEWERS \$30 Per Dozen

SLIDERS \$30 Per Dozen

Pulled Pork, Chicken Picatta, BBQ Chicken, Eggplant & Mozzarella, and Cheeseburger

PIZZA

All Pizzas can be cut into 6, 10, or 12 Slices

CHEESE \$12

PEPPERONI \$12

MARGHERITA \$12

MUSHROOM \$14

VEGETARIAN \$14

PINEAPPLE & HAM \$14

VEGETABLE & PEPPERONI \$16

SPICY HAWAIIAN \$16

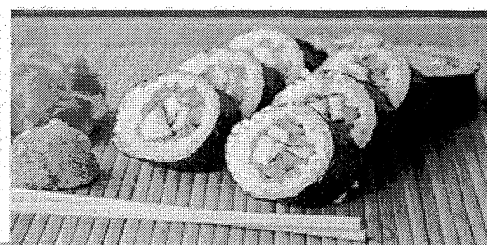
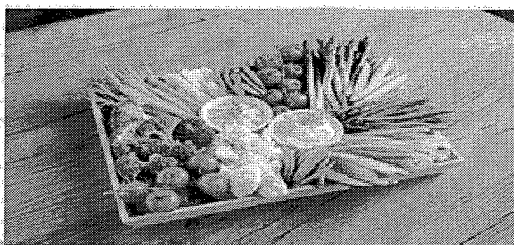
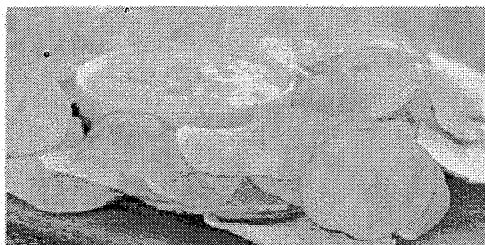
BBQ CHICKEN \$16

Gluten Free Cauliflower or Whole Wheat Crust available upon request . Additional \$3.50 Per Pizza

Golden Eagle Hospitality

A 17% service charge plus applicable sales tax is added to all food and beverage items

Delivery fees may be applicable | .50¢ per person disposables charged seperately



BOWLS, DIPS, & PLATTERS

	<u>Extra Small</u>	<u>Small</u>	<u>Medium</u>	<u>Large</u>
	Up to 15 Guests	Up to 35 Guests	Up to 55 Guests	Up to 85 Guests
<u>BOWLS</u>				
SHRIMP CEVICHE <i>Served with Tortilla Chips</i>	45	75	105	155
ROMA TOMATO BRUSCHETTA <i>Served with Garlic Crostini</i>	35	55	85	115
CHOPPED FRESH FRUIT	30	55	75	110
<u>DIPS</u>				
SALSA ROJA <i>Served with Tortilla Chips</i>	25	55	75	95
FRESH GUACAMOLE <i>Served with Tortilla Chips</i>	25	45	60	85
HOMEMADE POTATO CHIPS <i>Served with Onion Dip</i>	35	55	75	115
HUMMUS <i>Served with Pita Chips</i>	45	65	95	105
ARTICHOKE SPINACH DIP <i>Served with Crackers</i>	40	60	80	115
7 LAYER DIP	-	-	85	-
<u>PLATTERS</u>				
GARDEN FRESH CRUDITES <i>with Ranch Dressing</i>	30	55	75	115
ASSORTED SUSHI ROLL <i>32, 56, 80, or 112 Pieces</i>	55	85	135	175
CHEESE AND CRACKERS	40	65	85	115
GRILLED VEGETABLES <i>Served with Cayenne Dip</i>	35	65	85	115
SLICED FRESH FRUIT	35	55	75	110
ANTIPASTO PLATTER with meat & cheeses <i>Served with Crackers</i>	50	90	130	170



Engineering
Computer Science
Technology

Get Involved with



IEEE

IEEE Student Branch

Presentation and 2nd GENERAL MEETING

Tuesday September 18th, 1:00-2:00pm, Room: U-SU Montebello Room

IEEE CSULA Student Branch 2018-2019 Board

President

David Garcia Jr

Vice-President External

Stephen Doeve

Vice-President Internal

Edward Ramirez

Treasurer

Dennis Viveros

Public Relations Officer

Alex Alvarado

Secretary

Edgar Valenzuela

Recruitment and Retention Officer

Aldo Adame

Eta Kappa Nu Committee Chair

Edward Ramirez

IEEE LA Metro Liaison


Stephen Doeve

Faculty Advisor

Dr. Fred Daneshgaran

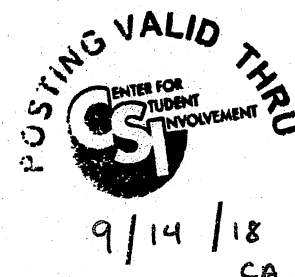
Find us on Facebook and Instagram for
more updates

 www.instagram.com/ieee.csula

 www.facebook.com/csulaieee

Hello CSULA Students,

You're invited to our 2nd Speaker Series on Tuesday September 16th from 1:00pm -2:00pm. Come by to listen to Dr. Farisa Morales talk about her involvement with the Spitzer Space Telescope.



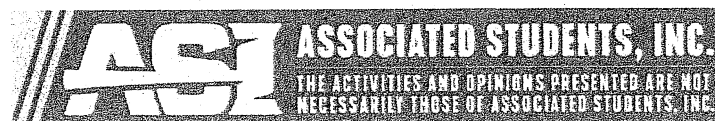
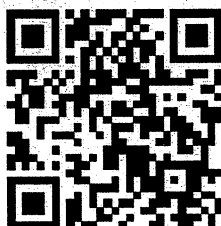
Dr. Morales received her PhD. in Physics from the University of Southern California in 2011. Her work at the Jet Propulsion Laboratory includes:

- Research Scientist II - Spitzer Space Telescope Staff, Science Division, Division 32 (April 2006-Present)
- APX - Spitzer Science Office Staff, Science Division, Div. 32 (Jan. 2002-March 2006)
- APT - Technical Support, Instruments Division, Div. 38 (March 2001-Dec. 2001)
- Summer Undergraduate Research Fellow (SURF) - LATIS Telecom. and Ground Systems Engineer (May 2000-Aug. 2000)

Have any questions? email us at ieee.csula@gmail.com

Hope to see you there.

Have an iPhone or QR Reader app? Scan this QR code to visit our website.





RECEIVED AUG 31 2018



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY
STUDENT UNION

MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor: ☒ Recognized Club/Org ☒ Cal State LA Department ☐ Off-Campus ☐ Other

Organization Name: I.E.E.E. Institute of Electrical and Electronics Engineers

Phone Number: [Redacted]

Date of Event*: 9/18/18

Reservation Contact: [Redacted]

Email: [Redacted]

Title of Event: Speaker - Farisa Morales

Access Start Time: 1:30 pm Event Start Time: 1:30 pm Event End Time: 3:00 pm Access End time: 3:30 pm

Event Contact: [Redacted] Phone Number: [Redacted]

Faculty/Staff Advisors Name: [Redacted] Extension: [Redacted]

If you represent an off campus organization, please provide your billing address:

Street Address: [Redacted] City/State/Zip Code: [Redacted]

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes ☐ If YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).
No ☒ If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

EVENT INFORMATION

Please check YES or NO to the following statements regarding event details: (Additional fees may apply)

Registration, admission fees, or donations are being accepted: ☐ YES ☒ NO If so, please specify amount: \$ [Redacted]
There will be guests/participants that will be 51% or more from off-campus: ☐ YES ☒ NO
There will be a vendors fair or exhibitors as part of this event: ☐ YES ☒ NO If so, specify: [Redacted]
Alcohol will be served: ☐ YES ☒ NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
Food will be served: ☒ YES ☐ NO If so, who is providing? U.A.S.
This event is directly related to the educational mission of the University: ☒ YES ☐ NO
This event is sponsored or promoted by a non-University or off-campus organization: ☐ YES ☒ NO If so specify: [Redacted]
This event is a profit-making venture (i.e. product show, or solicitation of goods or services): ☐ YES ☒ NO
Decorations, banners, or signs will be displayed: ☐ YES ☒ NO If yes, please describe: [Redacted]
This event will include filming or recording: ☐ YES ☒ NO If so, please specify: [Redacted]
The media will be notified about the event (newspapers, television, radio stations etc.): ☐ YES ☒ NO If so, specify: [Redacted]
A movie/film/documentary will be shown at this event: ☐ YES ☒ NO If so, viewing rights must be provided before event can be confirmed.
This event is co-sponsored by the U-SU or on-campus department: ☐ YES ☒ NO If so, specify: ☐ CCC ☐ CSI ☐ Other: [Redacted]

EVENT LOCATION ** Indicates Multi-Media Room (See back for details)

☐ U-SU Theatre 106** ☐ Alhambra Room 305** ☐ Los Angeles Room 308A** ☒ Montebello Room 309
☐ Boardroom South 303A ☐ Pasadena Room 307 ☐ Los Angeles Room 308B** ☐ San Gabriel Room 313**
☐ Boardroom North 303B** ☐ Los Angeles Room 308ABC** ☐ Los Angeles Room 308C**
☐ Boardroom North & South 303** ☐ Los Angeles Room 308BC**

PREFERRED ROOM SET UP

☐ Theatre Style ☒ Banquet Style ☒ Reception Style ☐ Conference Style ☐ Classroom Style ☐ Discussion Circle

Expected Attendance ☒ Setup Count: 25

☐ Specialized
(For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

☐ Dry/Erase Markers ☐ Riser Staging ☐ Easel (up to 4) [Redacted] Tables [Redacted] Chairs [Redacted] Cocktail Tables [Redacted]

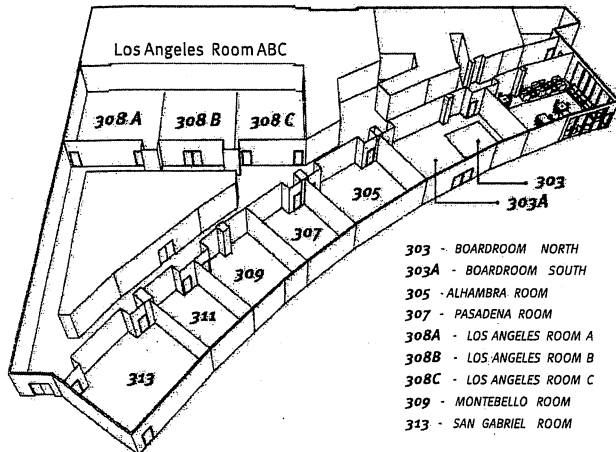
NOTES :

Requestor's Signature: [Signature] Date: 8/30/18

Before you sign, please review your information at the front/back of this page to ensure accuracy.

☐ **LOS ANGELES ROOM CONCERT PA** (For Bands Only)

Wired Microphone _____ up to 7 available ☐ i-pod Connection ☐ DI Box (Direct Input Box) 1 available
For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



MEDIA SERVICES - NON-SMART ROOMS

These rooms come with a media cart upon request.
Please select a room and individual items needed for the event:

- ☐ BOARD ROOM SOUTH
- ☐ PASADENA
- ☒ MONTEBELLO
- ☐

MEDIA CART OPTIONS

- ☒ LCD Projector ☐ Bluetooth
- ☐ MP3 Playback ☐ FM Radio
- ☐ Sound Connection

ACCESSORIES

- ☐ Non-Amplified Podium ☐ Laser Pointer/Powerpoint Clicker
- ☐ Laptop VGA Adaptors: ☐ MAC ☐ HDMI ☐ Surface

MEDIA SERVICES - SMART ROOMS

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below

- ☐ BOARD ROOM NORTH
- ☐ ALHAMBRA
- ☐ SAN GABRIEL
- ☐ LOS ANGELES A
- ☐ LOS ANGELES B
- ☐ LOS ANGELES C
- ☐ LOS ANGELES ABC Screens: ☐ A ☐ B ☐ C ☐ Side C
- ☐ LOS ANGELES BC ☐ B ☐ C ☐ Side C

*Sponsors are responsible for providing their own laptop

PODIUM OPTIONS

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- ☒ 3.5 mm Jack for Audio Connection (for Sound)
- ☒ Podium Microphone
- ☐ Wireless Microphone: Hand-held _____ Up to 2
- ☐ Wireless Microphone: Lavalier (Clip Mic) _____ Up to 2
- ☐ Music Playback: ☐ iPod ☐ CD
- ☐ DVD/VHS ☐ DVD ☐ VHS
- ☐ Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors: ☒ MAC ☒ HDMI ☒ Surface

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

MEDIA SERVICES THEATER - U-SU THEATER PACKAGES

- ☐ Basic Sound - CD/Mp3 player with 1 Wireless Mic
- ☐ Full Sound - CD/Mp3 player ☐ Wireless Mics 5 available
- ☐ HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player ☐ 2 Wireless Mics
- ☒ Presentation - Projector, Computer/Sound connection, Podium ☐ 3 Wireless Mics
- ☐ Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics
- ☐ Basic Stage Lighting - Stage Wash
- ☐ Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash
- ☒ Laptop VGA Adaptors: ☒ MAC ☒ HDMI ☒ Surface
- ☒ Podium
- ☐ DI Box 2 available
- ☐ Computer/Sound Connection
- ☐ Blu-Ray or DVD/VHS Player
- ☐ Projector w/ computer sound connection
- ☐ Follow spot (Requires tech @ hourly rate)
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio

Reservation Agreement

- ☒ I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.
Name: _____
- ☒ I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.
- ☒ I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.
- ☒ I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.
- ☒ I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.
- ☒ I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.
- ☒ I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Processed by: _____

☐ New Request

OFFICE USE ONLY

☐ Revised/Updated Request

☐ Res# _____

Updated 8/6/2018

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: IEEE - Institute of Electrical & Electronics Engineers PHONE: [REDACTED] DATE: 8/30/18
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: Speaker: Farisa Morales (JPL) Spitzer Space Telescope LOCATION: USU-Montebello Rm
EVENT DATE: 9/10/18 BEGIN TIME: 1:00 pm / 1:30 pm END TIME: 4pm 3pm ESTIMATED ATTENDANCE: 25

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: [REDACTED] ☒ SPEAKER/PANEL

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

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

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Farisa Morales will be speaking about her work at NASA JPL and her involvement in the Spitzer telescope.

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

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: [REDACTED] ☐ OTHER: [REDACTED]
INCLUDE SITE & HANDLE

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]

If so, please affirm organization members and guests will not consume alcohol.

PLEASE LIST 2 TIPS and SVPT 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.



RECEIVED

9/31/18 CA

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.

N/A

PRESIDENT

SIGNATURE:

DATE:

8/30/18

TREASURER

SIGNATURE:

DATE:

8/30/2018

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)

DATE:

8/30/18

ADVISOR'S NAME

SIGNATURE

8/30/18

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:

☐ 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)