

# 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: CSULA Pre-Physician Assistant Associa  
 Event Title: CSULA Pre Physician Assistant Expo  
 Date(s) of Event: 09/14/2018 Semester Select One...  
 Location of Event: USU:theater,Alhambra,Pasadena  
 Expected Total Attendance: 50-70  
 Expected Attendance of Cal State LA Students: 40-50

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Western, USC, MBKU, CBU, LLU, and SCUHS will have (20)PA students and or physician assistants answering our student questions, networking, and leading workshops about how our students can increase their chances of getting into PA school.

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

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

We've enhanced the experience by teaming up with MBKU who will reserve 3 seats/year solely to CSULA students. Our next goal is to build similar bridge programs with Western, USC, CBU, LLU, and SCUHS.

#### Hospitality

Description	Amount
TableCloths	\$40
Balloons	\$100
WaterandWasteBags	\$23

#### Honoraria/Contracts

Description	Amount
GiftBagsx15	\$375
Prizes(books,bag,giftcard,shirt)	\$75

#### Marketing

Description	Amount
ColorMarketingFlyers	\$20
MarketingRawMaterials	\$13
MarketingFolders	\$25
PrintingCosts	\$40

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: 0  
 Amount Requested from ASI: \$711  
 Amount from other sources: \$200

What other resources are you employing for this event?

We reached out to other departments on campus, and were able to get volunteers to help us work the event. We also may need IT help with setting up laptops for presentations and microphones for guest speakers.

#### 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

15 AUG 31 PM 11:08:50





## Club Funding Request Form Instructions – Fill out the form completely

*(Physical quote(s) and estimates are required for all items listed.*

*It is also suggested a detailed budget breakdown is provided.)*

<b>Contact</b>	Only eligible officers (listed on the Student Organization Officer Information Form) from University recognized student organizations may request funds from ASI.
<b>Student Organizations</b>	Only University-recognized student organizations may request funds from ASI.
<b>Expected Total Attendance</b>	Indicate the total number of people expected at the event including faculty advisors, Cal State LA students, non-student guests, etc.
<b>Expected Attendance of Cal State LA Students</b>	Indicate the total number of Cal State LA students expected to be in attendance at the event.
<b>Describe the Event</b>	What are you going to do? What are the goals of the event? If the box is too small please attach additional information describing the event.
<b>Is the Event open to all Cal State LA Students</b>	Yes or No? <b>YES!</b>
<b>How will this program enhance the Cal State LA community?</b>	Why should we fund this event? If the box is too small please attach additional information.
<b>Hospitality</b>	All events with food are required to have an attached food permit. The only exception is if UAS caters the food.
<b>Honoraria/Contracts</b>	ASI does not fund salaries or fees, honoraria for Cal State LA instructors, tutors, or faculty. All speakers/performers must have a valid contract and invoice signed prior to the event/performance. Payment cannot be made unless these items are completed.
<b>Marketing</b>	Include the costs of flyers, banners, etc. Events which do not have a comprehensive marketing plan are usually not well attended and will therefore generally not be supported. (Attach Flyer include ASI Logo which can be download from our website.)
<b>Other</b>	Due to State law, ASI Policies, and CSU Policies, there is a very long list of what ASI will not fund. See the funding limitations on the bottom of this page for a partial list. For a comprehensive list in Policy 204 Funding Guidelines, listed on the <a href="#">ASI Finance Policies and Procedures web page</a> .
<b>Total Cost of Event</b>	The Total Cost will auto fill based on the amounts entered.
<b>Amount requested from ASI?</b>	How much are you requesting from ASI?
<b>Amount from Other Sources</b>	The amount requested from ASI and the amount from other sources should equal the total cost of the event.
<b>What other sources are</b>	List any fees, registration, dues, etc., which will be used to assist in paying for the total cost of the event.

**Note: Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.**

**Awarded funds will be forfeited if all documents are not submitted by the 15 day deadline.**

### ASI Funding Limitations

- Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.).
- Telephone Expenses
- Athletic equipment
- Materials or supplies for the purchase or care of live animals.
- An organization's or individual member's local, state, regional, or national membership fees.
- An organization's or individual member's travel expenses; except as provided in the ASI Travel Policy 213.
- Membership recruitment of non-Cal State L.A. students.
- Programs for the benefit of, or targeted to, non-Cal State L.A. students.
- Activities considered to be high risk/high liability for or by the University or ASI.
- Scholarships or scholarship donation.
- Programs which are not in compliance with ADA standards.
- Programs exclusively benefiting or targeted to members of a specific group.
- Race or gender specific awards ceremonies or programs.
- Programs and events that provide only one side of political issues and/or matters that are going to be considered by voters in upcoming elections.
- Non-advertised programs occurring during an organization's regularly scheduled meeting(s).
- Food, except when pre-approved for hospitality purposes.
- Salaries, fees, honorariums for instructors, tutors, or Cal State faculty.
- Program equipment costing over \$300 that does not have at least three (3) written estimates.
- Events held off-campus without University supervision or direction.
- Events that involve Alcohol.
- Not open to all Cal State LA Students.

For more information regarding funding e-mail Aaron Castaneda Vice President for Finance at [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu), go to our website: [Clubs and Organizations](#) or call us at 323-343-4778.



# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED  
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: Cal State LA Pre Physician Assistant Association PHONE: [REDACTED] DATE: 5/24/18

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

NAME OF EVENT: Pre PA Expo LOCATION: USU - LA ROOMS A & C

EVENT DATE: 9/14/18 BEGIN TIME: 3:00 PM END TIME: 6:00 PM ESTIMATED ATTENDANCE: [REDACTED]

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):

We will be hosting multiple PAs and PA schools to further educate our pre PA students in the community and CSULA.

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.

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

PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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  
5/31/18 CA

FYI  
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.**

*\$10 per person.*

PRESIDENT

SIGNATURE:

DATE:

*5/24/18*

TREASURER

SIGNATURE:

DATE:

*5/24/18*

## 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:

*5/24/18*

ADVISOR'S NAME

*[Signature]*

## 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:

NOTES OR UPDATES:

*Change of date:*

*9/1 + 9/14*

*(03)*

THE CSULA PRE- PHYSICIAN ASSISTANT ASSOCIATION  
PRESENTS:

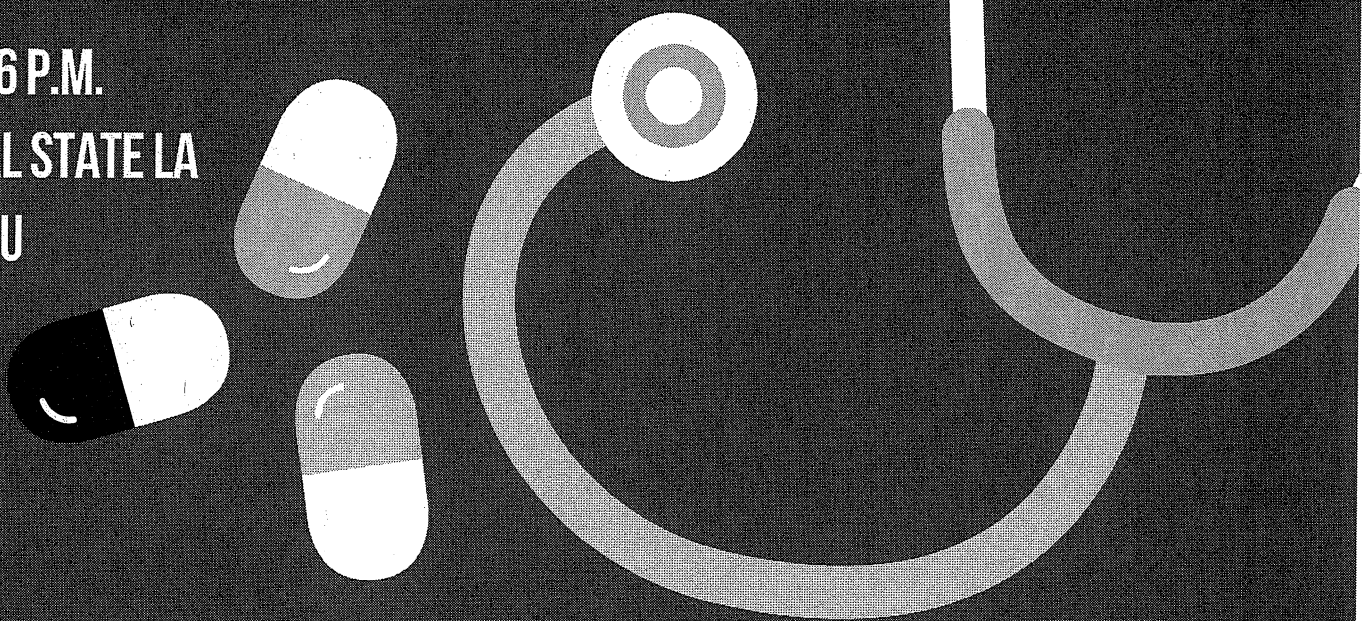


# PRE PHYSICIAN ASSISTANT EXPO

09.14.18

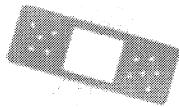
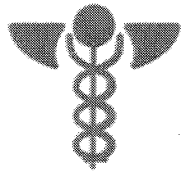
FEATURING WORKSHOPS, A  
PROGRAM FAIR, AND A PANEL  
OF PAS + PA STUDENTS

3-6 P.M.  
CAL STATE LA  
USU



TICKETS AVAILABLE @ [HTTPS://CSULAPA.WIXSITE.COM/PREPA/EVENTS](https://csulapa.wixsite.com/prepa/events)





## CSULA PRE PA EXPO ITINERARY

Friday, September 14th 3:00 pm - 6:00 pm  
Cal State LA University Student Union (USU): Theater,  
Alhambra Room, and Pasadena Room

### Welcoming remarks--

CSULA Pre PA Board Members

3:00pm-3:05pm

Workshop: 10 steps to becoming a competitive applicant

3:10-3:30 pm (30 min) USU Theater

Leslie Lim

Workshop: How to ace your interview for PA school

3:35 pm -4:00 pm (25 min) USU Theater

Albert Chang PA-S

Panel of PA Students 4:00pm - 4:20 pm (20 min) USU Theater

Panel of PA-C 4:25 pm - 5:00 pm (35 min) USU Theater

Move up to 3rd floor of University Student Union (10min)

Program Fair + Food 5:10pm - 5:50pm (40 min)

Alhambra + Pasadena Rooms

Raffle + Closing Remarks 5:50 pm - 6:00 pm (10 min)



# CAL STATE LOS ANGELES

## PRE-PHYSICIAN ASSISTANT ASSOCIATION

SEP  
14

### CSULA Pre Physician Assistant Expo

by CSULA Pre Physician Assistant  
Association

# PRE-PHYSICIAN ASSISTANT

# EXP

\$10



TICKETS

#### DESCRIPTION

Are you interested in a career as a Physician Assistant? Are you applying to PA school soon? Come and join us for an event that is specifically tailored for Pre PA students. We will be hosting a panel of PAs, PA students, workshops, and a program fair. This event is open to ALL pre PA students!

#### DATE AND TIME

Fri, September 14, 2018  
3:00 PM – 5:00 PM PDT  
Add to Calendar

#### LOCATION

California State University, Los Angeles  
5151 State University Drive

#### TAGS



Download

Full screen



Hide email



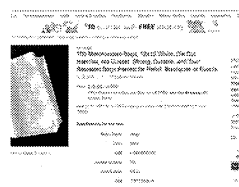
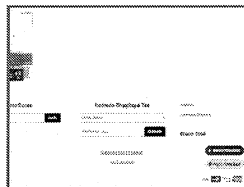
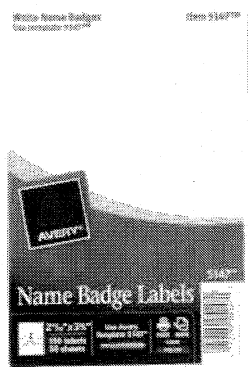
## Pa Expo

AL

Andrew Lew

Today, 9:51 AM

Lew, Andrew J



asi-2018-19-club-org.fu...

337 KB



3 attachments (947 KB) Download all Save all to OneDrive - Cal State LA

## Promo Codes

Enter Promo Code

Apply





Red 5 Graphics

red5grfx@gmail.com

## INVOICE

Invoice #: 0923  
Invoice Date: Aug 31, 2018  
Due date: Aug 31, 2018

Amount due:  
**\$90.00**

Bill To:

CSULA Pre-PA

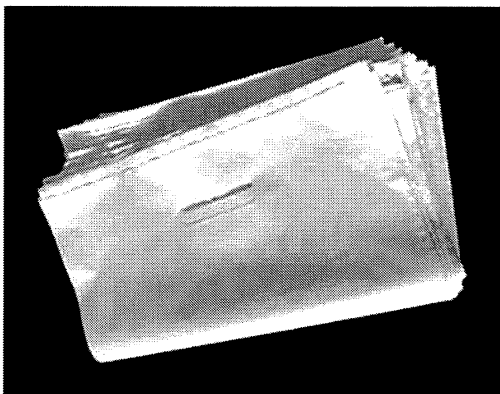
Description	Quantity	Price	Amount
Custom Mug	12	\$7.50	\$90.00
Subtotal			\$90.00
Total			<b>\$90.00 USD</b>





**\$10 & under with FREE shipping**

Industrial & Scientific > Retail Store Fixtures & Equipment > Retail Bags & Boxes > Shopping & Merchandise Bags



Roll over image to zoom in



by Ubags

# 100 Merchandise Bags, 12x15 White, Die Cut Handles, No Gusset. Strong, Durable, and Tear Resistant Bags Perfect for Retail, Boutiques or Events

★★★★☆ 10 customer reviews

Price: \$12.69 ✓prime

FREE Shipping on orders over \$25—or get FREE Two-Day Shipping with Amazon Prime

New (1) from \$12.69 & FREE shipping on orders over \$25.00 shipped by Amazon.

## Specifications for this item

Brand Name	Ubags
Color	White
EAN	7426836082691
Number of Items	100
Part Number	MB-01
Size	12X15 Medium

Share



\$12.69

✓prime

FREE Shipping \* on orders over \$25—or get **FREE Two-Day**

Shipping with Amazon Prime

**Want it tomorrow, Aug. 31?** Order within 8 hrs 37 mins and choose **One-Day Shipping** at checkout.

Details

In Stock.

Sold by MM's shop and Fulfilled by Amazon. Gift-wrap available.

Qty: 1

☐ Yes, I want **FREE Two-Day Shipping** with Amazon Prime



Turn on 1-Click ordering for this browser

