

ASI Associated Students, Inc.

Funding Request Form

2018-19

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

- Necessary Documents:**
- Event Flyer w/ ASI Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact	Organization
Officer Name: _____	Club/Organization: <u>Accounting Society</u>
Officer Title: _____	Event Title: <u>Alumni Panel</u>
Address: _____	Date(s) of Event: <u>11/13/2018</u> Semester <u>Fall</u>
City/State/Zip: _____	Location of Event: <u>USU LA room B&C</u>
Phone & Email: _____	Total Attendance: _____ 36
Officer Signature: _____	Expected Attendance of Cal State LA Students: _____ 30

Event Description and Total Cost Breakdown	
Briefly describe the event: We will invite alumni to share their experiences of recruiting and network	Is the event open to all Cal State LA students?: Select One <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How will this program enhance the Cal State LA experience? Help students better prepare for the recruiting & offer students career advises & networking opportunities;

Hospitality	
Description	Amount
Golden Eagle Hospitality	\$416.37

Honoraria/Contracts	
Description	Amount
Amazon gift cards \$10 x 6	\$77.94
(with tax: \$12.99 each)	

Marketing	
Description	Amount

Other	
Description	Amount

Event Summary	
Total Cost of Event:	0
Amount Requested from ASI:	\$494.31
Amount from other sources:	\$0
What other resources are you employing for this event?	

For Office Use Only • Do Not Write Below
<p>Important:</p> <p>(1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u></p> <p>(2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u></p> <p>(3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u></p>
<p>All forms must have a Time Stamp and staff initial:</p> <p style="font-size: 2em; font-weight: bold; margin-left: 20px;">SK</p> <p style="margin-left: 20px;">LN</p> <p style="text-align: right; font-size: 1.2em; font-weight: bold;">18 OCT 26 AM 11:58:38</p>

Accounting Society Alumni Panel



DATE: TUESDAY, NOVEMBER 13TH

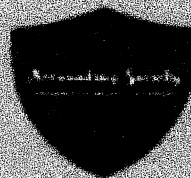
TIME: 6:00P.M - 9:00P.M

LOCATION: USU LA ROOM

ATTIRE: BUSINESS PROFESSIONAL



AS.CSULA



**Accounting
Society**




Accounting Society CSULA

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

STUDENT ORGANIZATION EVENT REGISTRATION FORM

Updated *[Signature]* 10/17/18



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: Accounting Society PHONE: [Redacted] DATE: 10/17/18
 EVENT CONTACT NAME: [Redacted] EMAIL: [Redacted]
 NAME OF EVENT: Alumni Panel LOCATION: U.S.U. LA Room B8C
 EVENT DATE: 11/13/18 BEGIN TIME: 6:00pm END TIME: 9pm ESTIMATED ATTENDANCE: 30
11/16/18

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):

We will have CSULA alumni talk about their experiences networking and how they got their full-time positions. This is to encourage and motivate undergraduate students to strive for success.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Facebook - CSULA Accounting Society OTHER: [Redacted]
INCLUDE SITE & HANDLE Instagram - AS COMA

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 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 [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

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

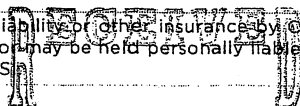
Initials

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 CSU.



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.

[REDACTED]

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
 TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] 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 [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) [Signature] DATE: 10/10/2018
 ADVISOR'S NAME [REDACTED] [Signature] DATE: 10/2/2018

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 10-16-18
 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)



Golden
Eagle
Hospitality

for: Event # E34699
on: Tuesday, November 13, 2018

Client/Organization	Event Date	Booking Contact	Event #
Accounting Society	11/13/2018 (Tue)	[REDACTED]	E34699
Address		City, St/Prov Postal	Booking Tel
5154 State University		Los Angeles, CA 90032	[REDACTED]
Party Name	Sales Rep	Theme	Category
Alumni Panel	Amanda Tapia		
			Guests
			30 (Act)

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	6:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to USU - LA Room B/C for 6:00pm			
(30) Disposables	Guest(s)	0.50	15.00
(1) -Small-Caesar Salad w/ Garlic Croutons	Bowl(s)	35.00	35.00
(1) Full Pan -Chicken Enchillada Pie (In Chafer)	Each	120.00	120.00
(1) Half Pan- Chicken Enchillada Pie (In Chafer)	Each	60.00	60.00
(1) -Small-Cucumber Tomato and Feta Salad	Bowl(s)	50.00	50.00
(1) -Small Fresh Fruit Salad	Bowl(s)	45.00	45.00
-Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	325.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
Service Charge	55.25	0.00	0.00	0.00	0.00	0.00	0.00	55.25
Taxes	36.12	0.00	0.00	0.00	0.00	0.00	0.00	36.12
Total	416.37	0.00	0.00	0.00	0.00	0.00	0.00	416.37

Subtotal	325.00	Paid	0.00
Tax	36.12	Balance	416.37
Service Charge	55.25		
Total Value	416.37		

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

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

Instant Email Delivery

[LOGIN](#)

[\(/LOGIN\)](#)

[CHECKOUT](#)

[\(/CHECKOUT\)](#)



[\(/CHECKOUT\)](#)

[STEAM \(/BUY-STEAM-GIFT-CARD-ONLINE\)](#)

[XBOX \(/CATEGORIES/XBOX-LIVE-CODES\)](#)

6

[CONSOLE GAMES \(/CATEGORIES/CONSOLE-GAMES\)](#)

[PC GAMES \(/CATEGORIES/PC-GAMES\)](#)

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[= 0](#)

[GIFT CARDS \(/CATEGORIES/GIFT-CARDS\)](#)

[GOOGLE PLAY \(/BUY-GOOGLE-PLAY-CREDIT\)](#)

[SUPPORT \(/CUSTOMER-SUPPORT\)](#)



[YOUR SHOPPING CART](#)

[BLOG \(/BLOG\)](#)



[ACCOUNT DETAILS](#)



[PAYMENT METHOD](#)



Secure Payment

Subtotal

\$77.94

Order Total

\$77.94

PROCEED TO CHECKOUT

✓ By proceeding to payment you are accepting our Terms & Conditions (/terms-and-conditions) and Terms of Service. (/terms-of-service)

ITEM

QUANTITY

PRICE



- 0

+ 0

\$77.94

REMOVE