Associated Students, Inc. **L**Funding Request Form

the Students, by the Students!" 2018-19

	•	-	-	_	_	_		,		_	-						
		1		F	١,,,	۵r	٦ŧ	ΕŅ	ıωı	٠,	w/	Δ	S	1	ı	^	

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

Organization	Event Estimates / Invoices
Club/Organization: Financial Manage	ment Association
Event Title: Linkedin Workshop	
Date(s) of Event: 10/31/18	Semester Select O
Location of Event-Salazar Hall 163	

nester Select One

Location of Event:

40 Expected Total Attendance:

40 Expected Attendance of Cal State LAStudents:

Event Description and Total Cost Breakdown

Briefly describe the event:

Contact

Officer Name: Officer Title:

City/State/Zip:

Phone & Email:

Officer Signature

Address:

FMA will be hosting a LinkedIn Workshop to discuss how to sign up for a linkedin profile, how to use it, what benefits does it lentitle and answering as much questions as possible.

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

How will this program enhance the Cal State LA experience?: Members and students will have the opportunity to learn more about personal development along with professional development to feel more confident and become more prepared.

Hospitality

Description	Amount				
Costco Pizza	\$29.85				
Tax (9.25%)	\$2.76				

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	l Amount				

Event Summary

\$32.61 Total Cost of Event: \$32.61 Amount Requested from ASI: 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

STUDENT ORGANIZATION





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: Financial Management Association PHONE: DATE: 08/27/18						
EVENT CONTACT NAME: EMAIL:						
NAME OF EVENT: Linkedin Workshop LOCATION: Salazar Hall 163						
EVENT DATE: 10/31/18 BEGIN TIME: 3:00 PM END TIME: 4:00 PM ESTIMATED ATTENDANCE: 60						
TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.) PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM OANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION OTHER: SPEAKER/PANEL						
WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY) SPORTS ACTIVITY OR COMPETITION REACH/EODEST/PAPK CLEANLING INTERNATIONAL TRAVEL						
BONFIRE INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL AMPLIFIED SOUND ANIMALS						
PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):	******					
FMA is hosting a Linkedin workshop to educate students about networking on social media.						
HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)						
PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: https://www.instagram.com/cs						
WHO WILL BE INVITED? (CHECK ALL THAT APPLY):	<u></u>					
STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIS	⊃ I į					
Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a biweekly 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) YES						
WILL A MOVIE BE SHOWN? VES (If yes, please attach written proof of viewing rights.)						
WILL THE EVENT HAVE SECURITY? V NO YES If yes, please explain						
WILL FOOD BE SERVED AT THE EVENT? NO V YES						
IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: 2207 W Commonwealth Ave, Alhambra, CA 91803						
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? V 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? V NO YES Initials						
If so, please affirm organization members and guests will not consume alcohol. PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE TO A PROPERTY OF THE PROPE	E 2.					
If so, please affirm organization members and guests will not consume alcohol. PLEASE LIST 2 TIPS and SVPT	iE 2.					
	iE 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 sole y 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: TREASURER: APPROVED EXEMPT STATUS: CSI VERIFICATION U-SU STUDENT ORGANIZATION ACCOUNT #: **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. The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or CONDUCT: the organization to disciplinary action by the Center for Student Involvement or Student Conduct. In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of ALCOHOL: 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. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for PUBLICITY: 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. If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required GENERAL to comply with all instructions provided by CSI, including submitting all completed forms and requested documents. RELEASE: 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 DATE: DVISOR S NAME MANUSCONTENSION ACKNOWLEDGMENT - FOR OFFICE USE ONLY MANUSCONDISCO **CENTER FOR STUDENT INVOLVEMENT (U-SU 204)** 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:**

ATHLETICS

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

FACILITIES USE COORDINATOR

U-SU BUSINESS OFFICE

PUBLIC AFFAIRS

DEPT. OF PUBLIC SAFETY

DATE:

DATE:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 10/31/2018	Estimated Attendance: 40				
Name of Event: Linked-In Workshop					
Type of Event: General Meeting	Location: SH163 (Food will be served outside SH)				
Sponsoring Organization: Financial Management Association	ciation				
Authorized Representative	Phone: Fax:				
Time:					
Access Time: 3:00 pm a.m./p.m. to 4:00 pm a	.m./p.m.				
Event Time: 3:00 pm a.m./p.m. to 4:00 pm a	.m./p.m.				
Type of Food Service:					
Bake Sale Snacks Food Sale	Catering (Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food				
Barbecue Potluck Other (descri	Facility Guidelines for further instructions)				
Describe Other:					
List <u>all</u> food and potentially hazardous food (<i>see</i> Temporary Foo ingredients), use back of page if necessary. <u>Pepperoni. Cheese, and</u>	d Facility Guidelines for definition) items to be sold/served (include Combination Pizzas				
Where will this food be prepared or purchased [Note no Home B. Costco	aked/Cooked Items are Allowed]? 2207 W Commonwealth Ave, Alhambra, CA 91803				
List all beverages to be sold/served: None					
Where will beverages be prepared or purchased?					
Method/s of maintaining proper holding temperatures for potenti N/A	ally hazardous food/s during transportation and service:				
handling orientation (offered at the beginning of Fall and Spring	vice. Failure to comply with the rules may result in the loss of food				
coverage from the Associated Students, Inc. (ASI) at least two w	Sponsoring Student Organization agrees to obtain proper insurance reeks prior to the event date and ASI agrees to include the Sponsoring apporary Food Permit will not be approved unless accompanied by a				
Services for any food or beverage the sponsoring organizatio	nos Angeles, University-Student Union, or University Auxiliary n provides to the campus community. This permit should be and approvals; otherwise there is no guarantee of completion by the				
All signatures shall be obtained in the following order. Stude	ent organizations need <u>all</u> signatures; other organizations 1, 3 and 4 only.				
Benja Z					
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event				
	9/17/18				
2. Center for Student Involvement (UU 204) (Student Organizati					
And the Manager	9/10/18				
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date 9/17/18				
Chan Thomas	18-595 9/17/18				
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No. Date				

Tinked in the NV orkshop of the DOYOUHAVEALINKEDIN PROFIEE

- Come to FMA Linkedin workshop
- Find out how to network with social media
- Bring yourself to employers.



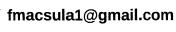
Wednesday, Oct 31 2018
SH 163

3PM - 4PM

10/10/8



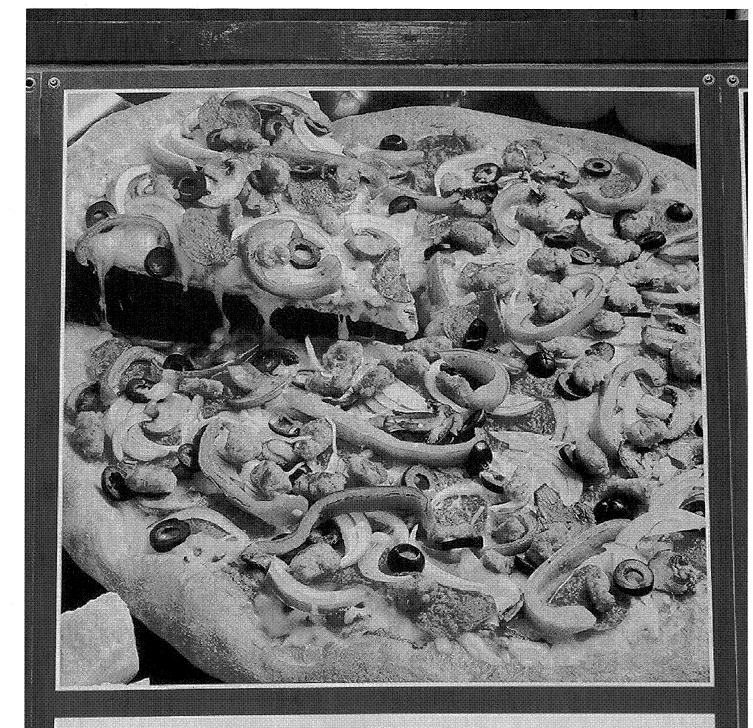








9



PIZZA

1.99

COMBO, CHEESE OR PEPPERONI
SLICE 18" WHOLE 9.95