

ASU 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

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

Organization

Club/Organization: I.E.E.E.
 Event Title: Speaker: Matt Shaw
 Date(s) of Event: 11/1/18 Semester Fall
 Location of Event: U-SU Pasadena Room
 Expected Total Attendance: 26
 Expected Attendance of Cal State LA Students: 25

Event Description and Total Cost Breakdown

Briefly describe the event:

Dr. Shaw will be giving a presentation on his work with the DSOC project (Deep Space Optical Communications)

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

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

Students will get to meet and listen to a employee of NASA Jet Propulsion Laboratory and develop a better understanding of the DSOC Project.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount
Award Plaque	\$39.95

Marketing

Description	Amount
Table Cover	\$114.36
Banner 4x6	\$71.71

Other

Description	Amount
UAS Catering	\$152.77

Event Summary

Total Cost of Event: \$378.79
 Amount Requested from ASI: \$378.79
 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

LN

31 OCT 5 44:03:03

IEEE Student Branch

Presentation and 4th GENERAL MEETING

Thursday November 1st, 1:30-3:00pm, Room: U-SU Pasadena 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

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Eta Kappa Nu Committee Chair

Edward Ramirez

IEEE LA Metro Liaison

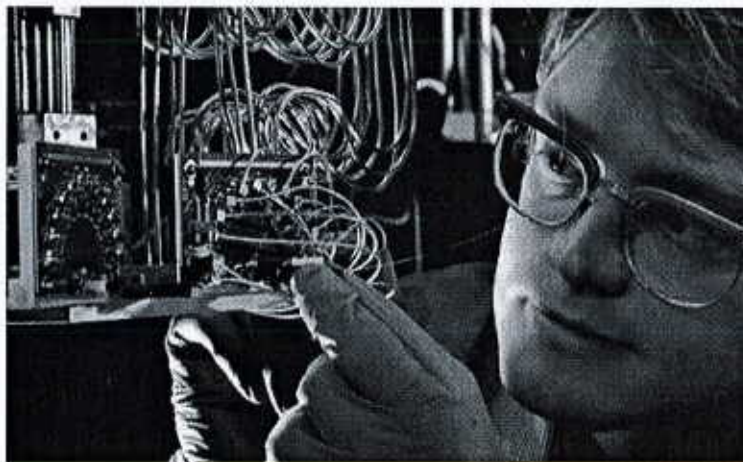
Stephen Doeve

Faculty Advisor

Dr. Fred Daneshgaran

Hello Calstate LA Students,

You're invited to our 4th Speaker Series on Thursday November 1st 2018 from 1:30pm – 3:00pm. Come by and listen to Dr. Matt Shaw talk about his involvement with the DSOC project.



Dr. Shaw received his post-doc from Caltech and PhD from USC. His involvement with NASA JPL has lead him to explore the field of Superconducting Nanowire Single Photon Detectors (SNSPDs) for space based laser communications.

Have any questions? Email at lee.csula@gmail.com

Hope to see you there!

Find us on Facebook and Instagram for more updates



www.instagram.com/ieee_calstatela



www.facebook.com/csulaieee

STUDENT ORGANIZATION EVENT REGISTRATION FORM

Update (initials)

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: PHONE: DATE:

EVENT CONTACT NAME: EMAIL:

NAME OF EVENT: LOCATION:

EVENT DATE: BEGIN TIME: END TIME: ESTIMATED ATTENDANCE:

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: 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):

Matt will speak to students about his work with the DSOC Project at JPL

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: INCLUDE SITE & HANDLE OTHER:

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

WILL FOOD BE SERVED AT THE EVENT? NO YES *(initials) IDIS*

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

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.

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: [REDACTED] SIGNATURE: [Signature] DATE: 8/30/18
 TREASURER: [REDACTED] SIGNATURE: [Signature] DATE: 8/30/2018
 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: 8/30/18
 ADVISOR'S NAME [REDACTED] SIGNATURE [Signature] DATE: 8/30/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 7/9/18
 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)



American Trophy & Award Company
American Badge & Ribbon Company

106 1/2 Judge John Aiso St. #721
 Los Angeles, CA 90012

Phone: 213.553.9334

Invoice

Date 10/1/2018

Invoice # 27109

Bill To
IEEE - CSULA <div style="background-color: black; width: 100%; height: 20px;"></div>

Ship To
IEEE - CSULA <div style="background-color: black; width: 100%; height: 20px;"></div>

P.O. No.	Terms	Rep	Ship Date	Via	FOB	S.O. Number
	Prepaid Credit ...	GA	10/1/2018	Priority Mail		9-1418

Description	Qty	Price	Amount
9" X 12" Recognition Award Plaques w/ Digital Imprint	2	39.95	79.90T
Shipping	1	10.00	10.00
Sales Tax (9.5%)			\$7.59

Thank you
Your business is greatly appreciated

Total	\$97.49
Pymnts/Credits	-\$97.49
Balance Due	\$0.00

Phone	Fax	E-mail	Web Site
213-553-9334	213-478-0436	greg@american-awards.com	www.american-awards.com

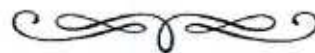
IEEE CSULA Student Branch

■ **AWARD OF RECOGNITION** ■

The Institute of

Electrical and Electronics Engineers (IEEE) recognizes:

Dr. Matt Shaw



For his outstanding presentation on

DSOC Project

Given to the Student Branch Institute of Electrical and Electronics Engineers

at the California State University of Los Angeles on

November 1, 2018



IEEE

David Garcia, *Section Chair*
Stephen Doeve, *Section Vice Chair and LA Metro Liaison*
Institute of Electrical and Electronics Engineers, Inc.



Quick Links ▾

Live Chat

Welcome, ieee ▾

800-580-4489 Cart \$186.07

Checkout

- 1 Build Product
- 2 Cart & Shipping
- 3 Payment
- 4 Success & File Upload

★ RATE US

1.SHIPPING ADDRESS

First Name *

Last Name *

Address * (Note: We are unable to deliver to PO Box, APO, FPO & DPO addresses)

City *

State / Province *

Select One

Zip Code *

Telephone *

Country

United States

Drop Ship

Important SMS/TEXT message updates. (?)

Billing Address Same as Shipping Address

SHOPPING CART

[Edit cart](#)



PRODUCT NAME	QTY	SUBTOTAL
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Premium White Table Covers & Throws (6' x 2.5') (width x length) delivered on or before Fri, Oct 19th 2018	1	\$114.36
---	---	----------

Custom Banners (4' x 6') (width x height) delivered on or before Fri, Oct 19th 2018	1	\$71.71
--	---	---------

Subtotal \$186.07

Shipping \$0.00

Grand Total \$186.07

2.SHIPPING METHOD

Super Saver (delivered on or before Fri, Oct 19th 2018)

* Delivery dates may vary for some products, please check the dates under each item.

3.PAYMENT METHOD

4.4 ★★★★★
Google
Customer Reviews

Credit Card PayPal [What is PayPal?](#)

Purchase Order Pay Later

Amazon Payments 

Credit Card Number *

Expiration Date *

Month



Year



CVV Number *

★ RATE US

Add Comments About Your Order



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Help

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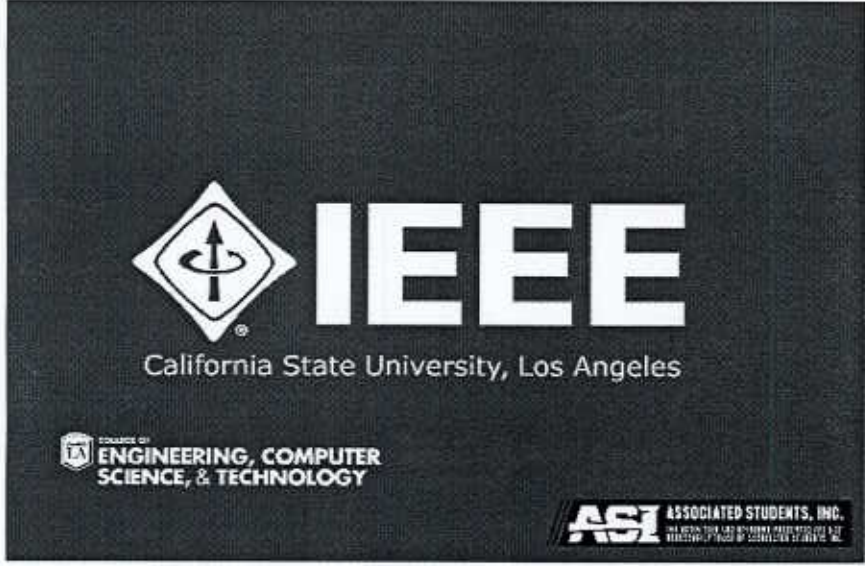


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IEEE

Table Front
*Advancing Technology
for Humanity*

California State University Los Angeles

ISI ASSOCIATE STUDENT INC.
1500 UNIVERSITY AVENUE, SUITE 100
LOS ANGELES, CA 90032
TEL: 213 746 1000
WWW.ISI-ASSOCIATE.COM



Golden
Eagle
Hospitality

for: Event # E34244
on: Thursday, November 01, 2018

Client/Organization IEEE CSULA Student Branch	Event Date 11/1/2018 (Thu)	Booking Contact [REDACTED]	Event # E34244
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel Guests 25 (Act)
Party Name Speaker: Matt Shaw	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		1:15 pm	1:30 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to USU-Pasadena			
Room for 1:30pm			
(25) Disposables	Each	0.25	6.25
(1) Extra Small - Sliced Fresh Fruit (up to 15 guests)	Platter(s)	35.00	35.00
(1) Medium (Ten 12" Sub)- cut in half	Platter(s)	60.00	60.00
(5) -BLT Avocado	Each		
(2) -Roasted Turkey	Each		
(2) -Grilled Chicken Pesto	Each		
(1) -Tuna Salad	Each		
(1) Apple Juice	Gallon(s)	18.00	18.00
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	101.25	18.00	0.00	0.00	0.00	0.00	0.00	119.25
Service Charge	17.21	3.06	0.00	0.00	0.00	0.00	0.00	20.27
Taxes	11.25	2.00	0.00	0.00	0.00	0.00	0.00	13.25
Total	129.71	23.06	0.00	0.00	0.00	0.00	0.00	152.77

Subtotal	119.25	Paid	0.00
Tax	13.25	Balance	152.77
Service Charge	20.27		
Total Value	152.77		

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%

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

E34244 - IEEE CSULA Student Branch

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)

Quick Links ▾

Live Chat

Welcome, ieee ▾

Update

800-580-4489 Cart \$174.12

Checkout

- 1 Build Product
- 2 Cart & Shipping
- 3 Payment
- 4 Success & File Upload

★ RATE US

1.SHIPPING ADDRESS

First Name *

Last Name *

Address * (Note: We are unable to deliver to PO Box, APO, FPO & DPO addresses)

City *

State / Province *
Select One ▾

Zip Code *

Telephone *

Country
United States ▾

Drop Ship

Important SMS/TEXT message updates. [?](#)

Billing Address Same as Shipping Address

SHOPPING CART

[Edit cart](#)

PRODUCT NAME	QTY	SUBTOTAL
Premium White Table Covers & Throws (6' x 2.5') (width x length) delivered on or before Mon, Oct 29th 2018	1	\$114.36
Custom Banners (4' x 6') (width x height) delivered on or before Mon, Oct 29th 2018	1	\$59.76
Subtotal		\$174.12
Shipping		\$5.95
Grand Total		\$180.07



2.SHIPPING METHOD

Standard Ground (delivered on or before Mon, Oct 29th 2018) ▾

* Delivery dates may vary for some products, please check the dates under each item.

3.PAYMENT METHOD

4.4 ★★★★★
Google
Customer Reviews



Custom Banners

banner4x6

My Designs

Share

Preview

Upload your image

UPLOAD YOUR OWN IMAGE

Note: Please click on image to place on canvas.

Template

Text

Background

Shapes

Clipart

Uploads

Quick Help

90°

Opacity

4.00 Feet



6.00 Feet

4.00 x 6.00 (WxH) in ft

\$59.76

SAVE

FINISH

Banner Buzz Premium White Table Covers & Throws

SPRINKLE YOUR OVERSIZES

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IEEE
Advancing Technology
for Humanity

ASI

ieee.org

\$114.36

SAVE

FRESH

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