

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

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

Organization

Club/Organization: Leadership Development Association
 Event Title: HCE/LDA Diversity in Healthcare Leadership Summit
 Date(s) of Event: 10/26/2018 Semester: Select One... Fall
 Location of Event: LA Rooms
 Expected Total Attendance: 60
 Expected Attendance of Cal State LA Students: 60

Event Description and Total Cost Breakdown

Briefly describe the event:
 HCE Student Council and the LDA will have a panel 6-7 healthcare professionals who will come to talk about their career as well as their experience working in the field.

Is the event open to all Cal State LA students?: Select One... Yes
 How will this program enhance the Cal State LA experience?:
Networking with possibilities of internship and other opportunities/ resources

Hospitality

Description	Amount
Dinner for 60 guests	\$999.94 ^{A.1}

Honorarial Contracts

Description	Amount

Marketing

Description	Amount
Black and white Letter banner (60)	\$19.99 ^{A.2}
Beryland Acrylic Sign Holder (10)	\$33.97 ^{A.3}
ID card holders and Clips (50)	\$13.79 ^{A.4}
Paper Mate Write Brose Ball point Pens	\$5.92 ^{A.5}

Other

Description	Amount
Polo shirts and buttons (60)	\$1,000.00 ^{A.6}

Event Summary

Total Cost of Event: \$2,073.61
 Amount Requested from ASI: \$2,073.61
 Amount from other sources: _____
 What other resources are you employing for this event?

HCE

For Office Use Only • Do Not Write Below

- Important:**
- All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
 - Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
 - 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
 18 OCT 12 PM 11:25 AM '7

**Leadership Development
Association at Cal State LA presents**

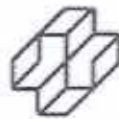
1st Healthcare Executives of Southern California Diversity in Healthcare Leadership Summit



NATIONAL ASSOCIATION OF
LATINO HEALTHCARE EXECUTIVES



American College of
Healthcare Executives
for leaders who care



hima

HIMSS



TIME: 7PM - 9PM

DATE: OCT 26, 2018

LOCATION: LA ROOM

UNIVERSITY STUDENT UNION

CSULA

5151 State University Dr, Los Angeles, CA 90032

PosterMyWall.com

**RSVP TO REGISTER
through Eventbrite**

\$5 fee for students/ACHE members

\$10 fee for non-students/non-members



STUDENT ORGANIZATION EVENT REGISTRATION FORM



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: Leadership Development Association **PHONE:** [REDACTED] **DATE:** 08/06/2018
EVENT CONTACT NAME: [REDACTED] **EMAIL:** [REDACTED]
NAME OF EVENT: HCE/LDA Diversity in Healthcare Leadership Summit **LOCATION:** LA Rooms
EVENT DATE: 10/26/2018 **BEGIN TIME:** 7:00PM **END TIME:** 9:00PM **ESTIMATED ATTENDANCE:** 60-70

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):

HCE Student Council and the Leadership Development Association (LDA) will have a panel of 6-7 healthcare professionals who will come to talk about their career as well as their experience working in the field. The panel will have presentations. The event will include a Q&A as well as a networking portion with possibilities of internships and other opportunities/resources. Event will include professors from the School of Business & Economics as well as attendees from other institutions currently under a healthcare management graduate program.

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 _____ PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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 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.

free event

PRESIDENT:



SIGNATURE:

[Handwritten Signature]

DATE: 08/20/2018

TREASURER:

SIGNATURE:

[Handwritten Signature]

DATE: 08/20/2018

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:

[Handwritten Signature]

8/20/18

ADVISOR'S NAME

9/20/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

[Handwritten Signature]

8.29.18

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:



Golden
Eagle
Hospitality

for: Event # E34154
on: Friday, October 26, 2018

Client/Organization Leadership Development Association		Event Date 10/26/2018 (Fri)	Booking Contact [REDACTED]	Event # E34154
Address 5154 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 60 (Act)
Party Name Diversity in Health Care Leadership	Sales Rep Amy Miers	Theme	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:00 pm	9:00 pm	Ballrm 1	Banquet 10

Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver USU Los Angeles Rooms at 7:00PM			
(60) Disposables	Each	0.50	30.00
(1) Large - Caesar Salad with Garlic Croutons (75-100pp)	Bowl(s)	115.00	115.00
(2) Full Pans - Grilled Sliced Lemon-Herb Chicken (30-32pp) - Aluminum Pan, No Chafer	Each	125.00	250.00
(2) Full Pan - Pesto Cream Penne Pasta (30-32pp) - Aluminum Pan, No Chafer	Each	70.00	140.00
(1) Full Pan - Grilled Vegetable Lasagna (30-32pp) - Aluminum Pan, No Chafer	Gallon(s)	120.00	120.00
(2.5) Dessert Brownies - Cut in Half	Dozen(s)	25.00	62.50
(1.5) Fresh Brewed Unsweetened Iced Tea	Gallon(s)	21.00	31.50
(1.5) Fresh Brewed Raspberry Ice Tea (Sweetened)	Gallon(s)	21.00	31.50
Water Service			

Notes

Setup Scheduled 6:00PM - 7:00PM
Event Scheduled 7:00PM - 9:00PM

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

E34154 - Leadership Development Association

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	597.50	183.00	0.00	0.00	0.00	0.00	0.00	780.50
Service Charge	101.58	31.11	0.00	0.00	0.00	0.00	0.00	132.69
Taxes	66.41	20.34	0.00	0.00	0.00	0.00	0.00	86.75
Total	765.49	234.45	0.00	0.00	0.00	0.00	0.00	999.94

Subtotal	780.50	Paid	0.00	
Tax	86.75	Balance	999.94	
Service Charge	132.69			
Total Value	999.94			← A-1

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 Cancellation Notice Needed.

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

Guaranteed delivery date: Oct. 5, 2018 If you order in the next 1 hour and 34 minutes (Details)
 Items shipped from Amazon.com



My Mind's Eye Black and White Letter Banner - 60 Total Banners

\$19.99 ✓prime → A-2

Qty: 1

Sold by: channelWISE
 Only 1 left in stock.

Add a gift receipt

and see other gift options



Beryland Acrylic Sign Holder - 5 x 7 inches - Side Insert, 10-Pack of Sign Holders (Box of 10)

\$33.97 ✓prime → A-3

Qty: 1

Sold by: Jasper Home Products

Add a gift receipt

and see other gift options

Choose your Prime delivery option:

- Friday, Oct. 5**
FREE Two-Day Shipping
 - Thursday, Oct. 11**
FREE No-Rush Shipping
- Get a \$5 reward for Whole Foods Market. Details

Or choose your Prime pickup option: Pick up at Amazon@TheBeach (View Location)

- Friday, October 5**
FREE Two-Day Pickup

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (4):	\$73.67
Shipping & handling:	\$0.00
Total before tax:	\$73.67
Estimated tax to be collected:	\$2.65

Order total: \$76.32

How are shipping costs calculated?

Prime shipping benefits have been applied to your order. (Why didn't I qualify for Prime FREE Same/One Day?)



Get a \$5 reward for Whole Foods Market on Prime Now by choosing FREE No-Rush Shipping below. Choose FREE No-Rush shipping and receive a \$5 reward towards your next Whole Foods Market purchase on Prime Now. Groceries delivered to your door.

Guaranteed delivery date: Oct. 5, 2018 If you order in the next 11 hours and 34 minutes (Details)
 Items shipped from Amazon.com



Aimtech Set of 50 Pcs Clear Plastic Horizontal Name Tag Badge Id Card Holders & Metal Id Badge Holder Clips with PVC Straps (Aim1526)

\$13.79 ✓prime → A-4

Qty: 1

Sold by: Queen A's Castle

Add a gift receipt

and see other gift options

Choose your Prime delivery option:

- Thursday, Oct. 4**
\$7.98 - One-Day Shipping
 - Friday, Oct. 5**
FREE Two-Day Shipping
 - Thursday, Oct. 11**
FREE No-Rush Shipping
- Get a \$5 reward for Whole Foods Market. Details

Or choose your Prime pickup option: Pick up at Amazon@TheBeach (View Location)

- Friday, October 5**
FREE Two-Day Pickup



Paper Mate Write Bros Ballpoint Pens, Medium Point (1.0mm), Black, 60 Count

\$5.92 Add-on Item → A-5

Qty: 1

Sold by: Amazon.com Services, Inc

Add a gift receipt

Hi Corey,

Yes, that can be done. This project has been assigned to Terri, cc'd here.

Thank you very much.

Ruth

Ruth Vecchione | General Manager | 877-709-3845 ext. 57
EthixMerch.com

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Ethical Solutions for Your Promotional Product Needs



Corey Teng [REDACTED]
Wed 10/3, 10:48 PM



Download Save to OneDrive - Personal

Hi Ruth,

Thanks for getting back to me. Can we order 60 polo shirts for \$907.2 and the rest for pins? and we want to put this logo on the poloshirt and pins. thanks



Corey Teng [REDACTED]
Wed 10/3, 10:35 PM



2018 Ethix Merch _Term...
80 KB

Download Save to OneDrive - Personal

----- Forwarded message -----

From: Ruth Vecchione [REDACTED]
Date: Mon, Sep 10, 2018 at 7:01 AM
Subject: Your Ethix Merch Inquiry
To: [REDACTED]

Hi Corey,

Thank you for inquiring about polo shirts and buttons on our web site. I've attached our terms of service for new clients for your review.

We have a minimum \$1,000 first time order requirement. You can combine polo shirts and buttons to meet the minimum. The button prices vary by quantity, but, for example, if you ordered 36 polo shirts at \$15.12, you'd need to order about 1,500 buttons to meet the minimum.

Thanks again,

Ruth

A.6



2018 Ethix Merch Terms of Service (For First Time Clients)

Ethix Merch has special terms that apply to first-time clients. These terms are designed to protect all parties from the inevitable risks associated with first-time orders, and facilitate a smooth beginning to our business relationship.

Minimum Orders

In addition to factory minimums, Ethix Merch requires that first-time orders amount to \$1,000 per item, before shipping and setup charges.

Samples

Samples are highly recommended.

Blank or "random" printed samples of the product you are interested can be sent to you for a small fee; typically the cost of the items plus shipping. For example, if you want to test out the quality of a t-shirt, but don't need to see your logo on it, this would be a blank sample and will typically cost around \$25 for the shirt plus shipping.

A "pre-production proof" is a physical sample of the product, complete with your design/logo. This can be a bit more expensive depending on the product. Please talk to your sales rep about pricing for a spec sample.

Rush Orders

For first time clients, an order becomes a "rush" when the required "in hands" date is within 4 weeks of the time we are contacted about your project. (Some custom items require more than 4 weeks). **Rush orders are subject to availability.** Please check with your sales representative or account manager.

Rush orders must be valued at \$1,000.00, before shipping and rush charges are factored in.

A flat rush fee of \$100 will be applicable, in addition to any factory rush charges or expedited shipping.

Other rush order requirements:

-Please have your internal artwork/design needs established prior to contacting us about a rush project.

-Because rush orders do not include samples, refunds are not available except in cases of defective merchandise, or when Ethix fails to get the order into the hands of the shipping service in time to meet the rush deadline.

Can I request changes to my order?

Prior to production, Ethix Merch will provide you with a mockup of your requested design/imprint. Recognizing that your preferences may change after seeing the mockup, we will also provide one revision, free of charge.

After the first revision, our standard artwork services fee of \$75.00 per hour will apply.
Most changes or revisions will be completed within one hour.



