

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: National Society of Black Engineers (NSBE)

Event Title: NSBE Fall Regional Conference

Date(s) of Event: 11/9 Semester Fall ~~Select One..~~

Location of Event: Las Vegas, Nevada

Expected Total Attendance: 11

Expected Attendance of Cal State LA Students: 11

Event Description and Total Cost Breakdown

Briefly describe the event:

NSBE Fall Regional Conference is a yearly event to gather students who are underrepresented in pursuing careers in STEM fields. the goal for the NSBE is to enhance the students motivation while giving guidance and support to continue on their quest in higher education in STEM fields.

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

How will this program enhance the Cal State LA experience?:
by providing support and focus in students who are underrepresented in STEM fields to be successful at Cal State LA

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Hotel Fees (\$278 per room)_for 2 nights and 6 rooms needed	\$1,668.00
Gas (2 cars)	\$300.00

Event Summary

Total Cost of Event: \$1,968.00

Amount Requested from ASI: \$1,968.00

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: SK
LN

18 OCT 12 4:49:58

ASI Associated Students, Inc.

Funding Request Form

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

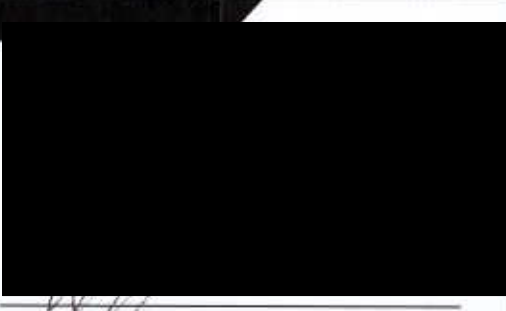
2018-19

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: National Society of Black Engineers (NSBE)
 Event Title: NSBE Fall Regional Conference
 Date(s) of Event: 11/9 Semester **Select One...**
 Location of Event: Las Vegas, Nevada
 Expected Total Attendance: 12
 Expected Attendance of Cal State LA Students: 12

Event Description and Total Cost Breakdown

Briefly describe the event:
 NSBE Fall Regional Conference is a yearly event to gather students who are underrepresented in pursuing careers in STEM fields. The goal for the NSBE is to enhance the students' motivation while giving guidance and support to continue on their quest in higher education in STEM fields.

Is the event open to all Cal State LA students?: **Select One...**
 Yes
 No
 How will this program enhance the Cal State LA experience?
 By providing support and focus in students who are underrepresented in STEM fields to be successful at Cal State LA.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Housing (Hotel Fees) \$278 per room for 2 nights and 5 rooms needed	\$1,390

Event Summary

Total Cost of Event: \$0.00
 Amount Requested from ASI: \$1,390
 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.
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All forms must have a Time Stamp and

staff initial:

SK
LN

16 OCT 5 11:49:35



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

Region VI Fall Regional Conference

November 9 - 11, 2018
Rio All-Suite Hotel and Casino
Las Vegas, NV

REGISTER NOW

STUDENT ORGANIZATION EVENT REGISTRATION FORM

CONFIDENTIAL



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: NATIONAL SOCIETY OF BLACK ENGINEERS PHONE: [REDACTED] DATE: [REDACTED]
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: FALL REGIONAL CONFERENCE LOCATION: LAS VEGAS
 EVENT DATE: 11/9 BEGIN TIME: 11:00 END TIME: 11:00 ESTIMATED ATTENDANCE: 100

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/FORREST/PARK CLEAN-UP
- INTERNATIONAL TRAVEL
- BONFIRE
- INDOOR/OUTDOOR COOKING
- DOMESTIC TRAVEL
- AMPLIFIED SOUND
- ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

The conference will have a career fair and multiple workshops

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

- PRINTED POSTCARDS
- PRINTED POSTERS/FLIERS
- SOCIAL MEDIA: [REDACTED] INCLUDE SITE & HANDLE
- OTHER: [REDACTED]

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 Initials: [REDACTED] PLEASE LIST 2 TIPS and SVPT 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.

RECEIVED

AS

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.

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
 TREASURER: _____ SIGNATURE: _____ DATE: _____
 U-SU STUDENT ORGANIZATION ACCOUNT #: _____ 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: _____ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): _____ DATE: 9/20/2018
 ADVISOR'S NAME: _____ SIGNATURE: _____ DATE: 9/20/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: 9/20/18
 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: 11/5/2018

NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____
 OTHER: _____ DATE: _____
 ATHLETICS DATE: _____
 FACILITIES USE COORDINATOR DATE: _____
 U-SU BUSINESS OFFICE DATE: _____

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

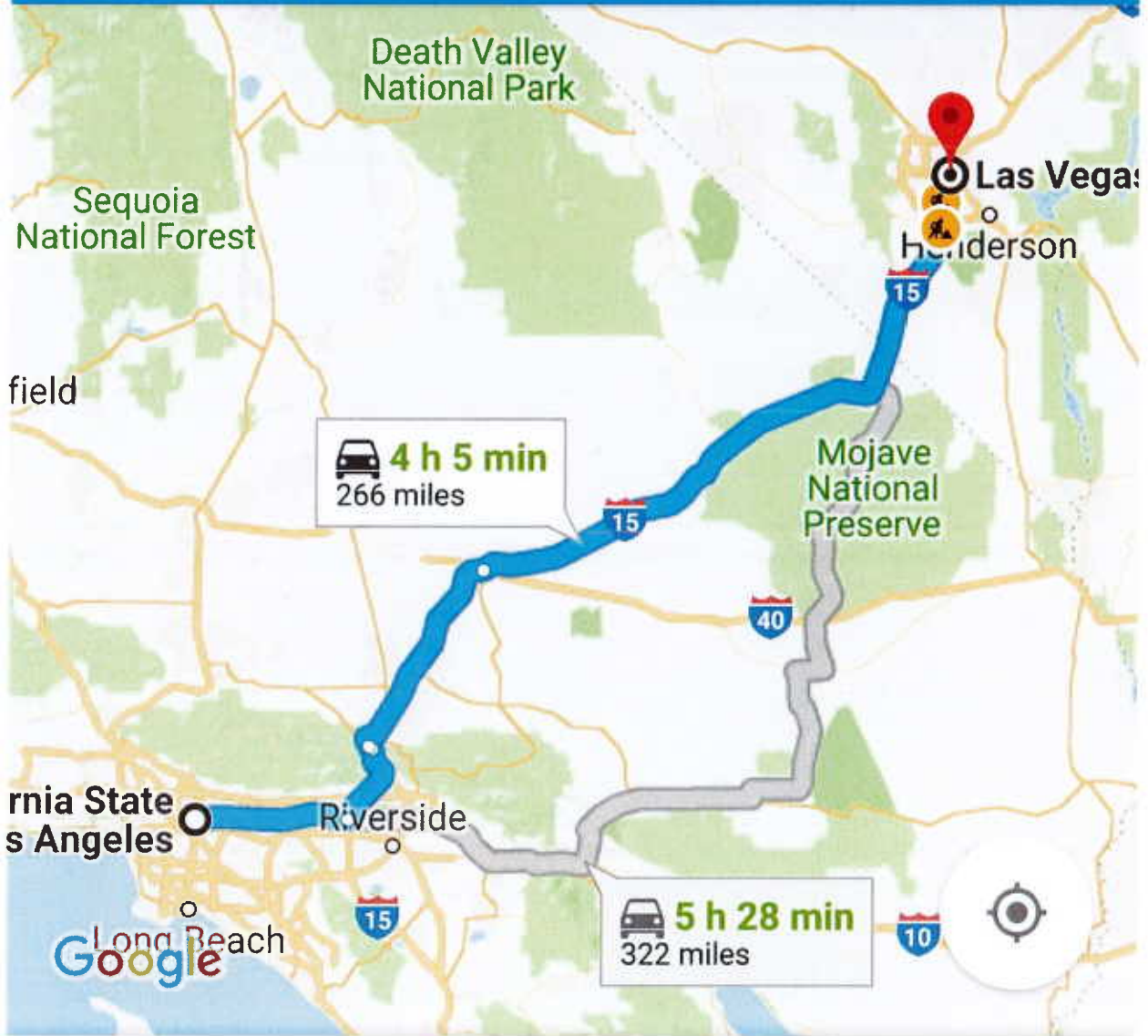
California State University, Los Angeles
Las Vegas, Nevada

4 hr 5

5 hr 33

4 days

1 day



$$4 \text{ h } 5 \text{ min (266 miles)} \times .545 = \$144.97 \times 2 = \$289.94$$

Via I-15 N



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COLLEGE OF ENGINEERING, COMPUTER SCIENCE, AND TECHNOLOGY

Office of the Associate Dean

Associated Student Incorporated (ASI)
5151 State University Dr.
Los Angeles, CA 90032

To Whom It May Concern,

Please accept my full support on behalf of the National Society of Black Engineers (NSBE), California State University Chapter to receive financial support from the Associated Student Incorporated (ASI-CSULA).

The purpose of the NSBE Regional Conference is to educate African American Engineering students on academic excellence, professional development, and community outreach opportunities. Additionally, it is a chance to showcase undergraduate and graduate student research and provide exposure for student interested in applying to Graduate school. The benefits of such a conference directly align with the Community Engagement and Student Success goals of the CSULA College of Engineering, Computer Science, and Technology 2018-2019 Strategic Plan Goals.

This conference will contribute to student academic and career development by providing additional presentation experience and career development workshops, which will help our students become a better candidate for graduate school and a full-time engineering related career.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jane Dong".

Jane Dong, Ph.D
Associate Dean
College of Engineering, Computer Science and Technology

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



College of Engineering, Computer Science, and Technology

October 2, 2018

Associated Student Incorporated (ASI)
5151 State University Dr.
Los Angeles, CA 90032

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This conference will contribute to student academic and career development by providing additional presentation experience and career development workshops, which will help our students become a better candidate for graduate school and a full-time engineering related career.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Fox'.

T Fox, Professional Placement Coordinator
College of Engineering Computer Science & Technology
California State University, Los Angeles



Start Over

MAP



National Society of Black Engineers -
2018 Fall Regional Conference -
Region VI
NOV 9, 2018 - NOV 11, 2018

Extend your stay

MAKE A RESERVATION

EDIT

Check In: FRI, NOV 9, 2018
Check Out: SUN, NOV 11, 2018
Nights: 2
Rooms: 1
Guests: 2
(Also include jet/boat)

Rio All-Suites Hotel & Casino

USD 278.00

DELUXE SUITE KING BED NON
SMOKING MOUNTAIN VIEW
2 adults, 2 nights

SUBTOTAL:

USD 278.00
+Taxes & Fees

NEXT

Shows



Show details

Spa



Show details

Pool



Show details

Use calendar to manage your stay dates

			Check In	Check Out		
Tue Nov 06	Wed Nov 07	Thu Nov 08	Fri Nov 09	Sat Nov 10	Sun Nov 11	Mon Nov 12
USD 139.00	USD 139.00	USD 139.00	USD 139.00	USD 139.00	USD 139.00	USD 139.00
Tue Nov 13						
USD 139.00						

Available Wait Listed Selected Event

NEXT

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Supported Browsers
(MSIE) (Firefox) (Safari) (Chrome)

National Society of Black Engineers

Name CIN Email

