

Associated Students, Inc.

Funding Request Form

2018-19

Necessary Documents:

- Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

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

Organization

Club/Organization: Alpha Phi Omega
 Event Title: Fall 2018 Banquet
 Date(s) of Event: 12/17/2018 Semester Select One...
 Location of Event: Almanson Court
 Expected Total Attendance: 110
 Expected Attendance of Cal State LA Students: 90

Event Description and Total Cost Breakdown

Briefly describe the event:

An end of semester formal banquet to celebrate initiation and neophytes.

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

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

It will provide an opportunity for Cal State LA Students to come together and celebrate their achievements in the organization of Alpha Phi Omega.

Hospitality

Description	Amount
Almanson Court	\$2,672.80

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$2,672.80
 Amount Requested from ASI: \$2,700.00
 Amount from other sources: _____
 What other resources are you employing for this event?

We plan on using money from fundraising events to cover the cost of decorations, invitations, and a photobooth

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
 W

18 OCT 11 PM 2:41:01

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: Alpha Phi Omega PHONE: [REDACTED] DATE: 10/4/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Fall 18 Banquet LOCATION: AIMANSON COURT
 EVENT DATE: 12/17/18 BEGIN TIME: 6:00 P.M. END TIME: 11:30 P.M. ESTIMATED ATTENDANCE: 120

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):

It will be a formal banquet for neophytes of Alpha Phi Omega to celebrate their contributions and successes in the organization. There will be dinner provided and awards/certificates handed out to members.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: IG: @apocsua 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: AIMANSON COURT

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 C.G. 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.

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.

Starting Price: \$25 for active members & neophytes. (late fee \$30)
 Alumni & Interchapter: \$30 (late fee is \$35)
 & GUESTS

PRESIDENT: _____ SIGNATURE: *[Signature]* DATE: 10/4/18
 TREASURER: _____ SIGNATURE: *[Signature]* DATE: 10/4/18
 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) *[Signature]* DATE: 10/4/18
 ADVISOR'S NAME _____ *[Signature]* DATE: 10/11/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 10-11-18
 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)

B.A - TIPS & sexual violence prevention J.T - TIPS
 C.G - SVPT

🔄 Reply all | ▾ 🗑 Delete Junk | ▾ ...

Fwd: Alpha Phi Omega Banquet Location

ASI Vice President for Finance

Today, 11:09 AM

Administrative Assistant to the Office Manager1 ▾

👤 🔄 Reply all | ▾

Inbox

Aaron Castaneda
Associated Students, Inc.
Vice President for Finance
California State University, Los Angeles

>Sent from Android

From: Tapia, Amanda
Sent: Tuesday, October 30, 2018 4:51:05 PM
To: ASI Vice President for Finance
Cc: Florez, Dena
Subject: RE: Alpha Phi Omega Banquet Location

Hello Aaron,
Correct, they are approved to go off-campus.

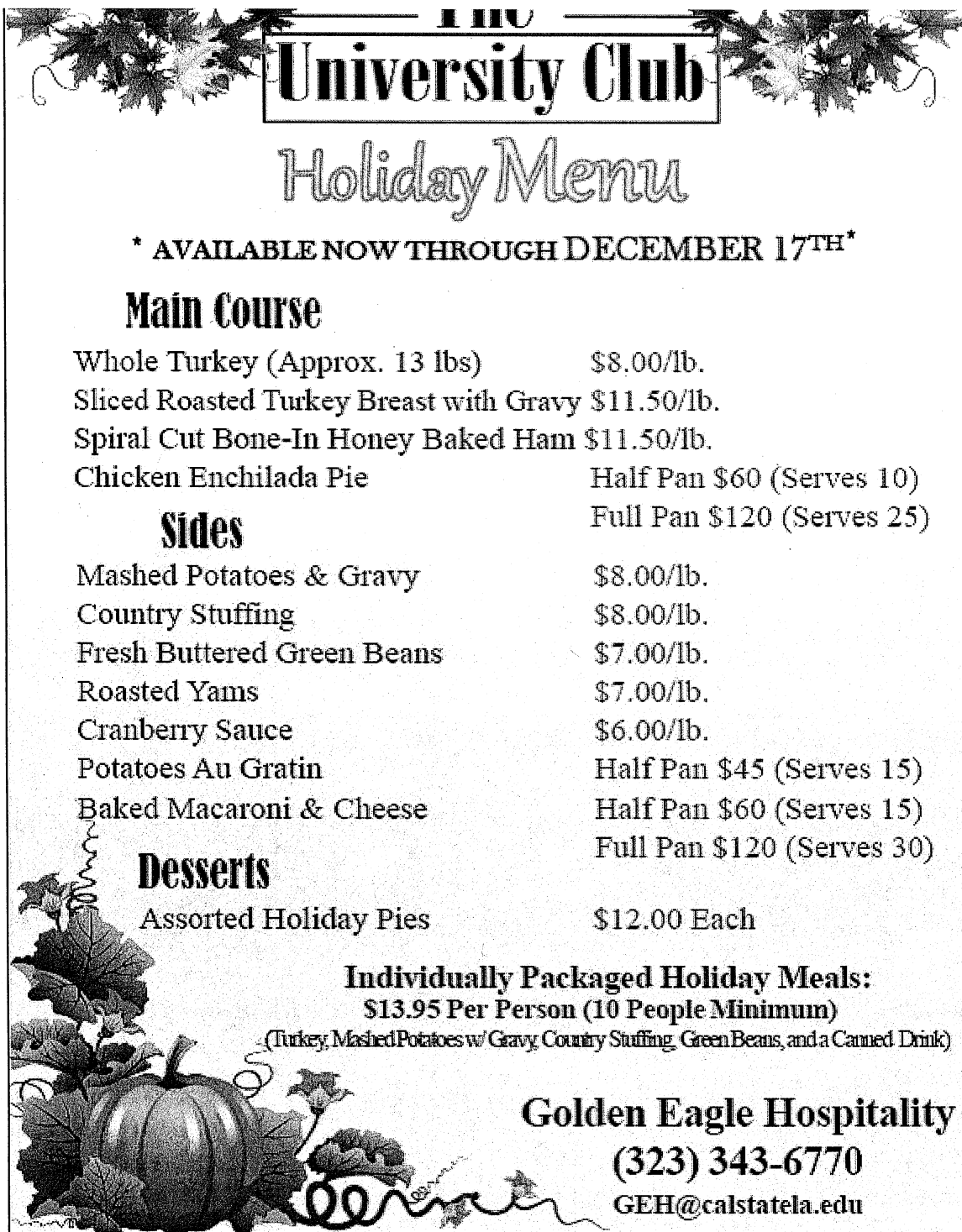


Cal State L.A. University Auxiliary Services, Inc.
Conference and Event Services

Amanda Constantine (Tapia)
Event Sales & Catering Coordinator
Golden Eagle Hospitality
Cal State L.A. University Auxiliary Services Inc.
Phone: (323) 343-6770
Fax: (323) 343-6771
Email: ATapia9@calstatela.edu



Reply all | Delete | Junk | ...



University Club
Holiday Menu

*** AVAILABLE NOW THROUGH DECEMBER 17TH ***

Main Course

Whole Turkey (Approx. 13 lbs)	\$8.00/lb.
Sliced Roasted Turkey Breast with Gravy	\$11.50/lb.
Spiral Cut Bone-In Honey Baked Ham	\$11.50/lb.
Chicken Enchilada Pie	Half Pan \$60 (Serves 10) Full Pan \$120 (Serves 25)

Sides

Mashed Potatoes & Gravy	\$8.00/lb.
Country Stuffing	\$8.00/lb.
Fresh Buttered Green Beans	\$7.00/lb.
Roasted Yams	\$7.00/lb.
Cranberry Sauce	\$6.00/lb.
Potatoes Au Gratin	Half Pan \$45 (Serves 15)
Baked Macaroni & Cheese	Half Pan \$60 (Serves 15) Full Pan \$120 (Serves 30)

Desserts

Assorted Holiday Pies	\$12.00 Each
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Individually Packaged Holiday Meals:
\$13.95 Per Person (10 People Minimum)
(Turkey, Mashed Potatoes w/ Gravy, Country Stuffing, Green Beans, and a Canned Drink)

Golden Eagle Hospitality
(323) 343-6770
GEH@calstatela.edu

From: ASI Vice President for Finance
Sent: Tuesday, October 30, 2018 8:29 AM
To: Tapia, Amanda <ATapia9@cslanet.calstatela.edu>
Cc: Florez, Dena <dflorez3@calstatela.edu>
Subject: Fw: Alpha Phi Omega Banquet Location

Hello Amanda,

Does this mean that UAS has approved for the club to be off-campus for there event since the Golden Eagle Ballrooms cannot host the event? Thank you.

Reply all | Delete | Junk | ...

**Aaron Castaneda**

Vice President for Finance
Associated Students, Inc.
California State University, Los Angeles
5154 State University Drive
asivpf@calstatela.edu | T: (323) 343-4778

From: [REDACTED]
Sent: Monday, October 29, 2018 1:19 PM
To: ASI Vice President for Finance
Subject: Fwd: Alpha Phi Omega Banquet Location

Sent from my iPhone

Begin forwarded message:

From: "Tapia, Amanda" <ATapia9@cslanet.calstatela.edu>
Date: October 24, 2018 at 11:59:37 AM PDT
To: [REDACTED]
Subject: RE: Alpha Phi Omega Banquet Location

Hello [REDACTED]

Hosting your event at Almansor Court due to them being at a better price is not sufficient enough to host your event off-campus. We are always working within a clubs budget.
Due to our Golden Eagle Ballrooms not being available we are unable to host your event.

In the future we would like the opportunity to host your event here on campus so please check with us first.

Let me know if you need anything else.

<image001.jpg>**Amanda Constantine (Tapia)**
Event Sales & Catering Coordinator
Golden Eagle Hospitality
Cal State L.A. University Auxiliary Services Inc.
Phone: (323) 343-6770
Fax: (323) 343-6771
Email: ATapia9@calstatela.edu
<image002.png> <image003.jpg>

☰ Reply all | ▾  Delete Junk | ▾ ...

From: [REDACTED]
Sent: [REDACTED]
To: Tapia, Amanda <ATapia9@cslanet.calstatela.edu>
Subject: Alpha Phi Omega Banquet Location

Good evening Amanda,

We are the Membership Vice Presidents of the organization Alpha Phi Omega and we wanted to notify you that we are having our banquet at Almansor Court. They are catering our food as well. We are hosting our banquet at Almansor Court because we got a better price from them. If you have any questions, please let us know. Thank you!

Sincerely,

[REDACTED]

YOU ARE COORDIALLY INVITED TO

Alpha Phi Omega
LAMBDA MU CHAPTER

FALL 2018
BANQUET

DECEMBER 17, 2018 | 6PM-11:30PM

ALMANSOR COURT

700 S ALMANSOR ST. ALHAMBRA, CA 91801

ATTIRE: BLACK/WHITE/GOLD FORMAL

YOU ARE COORDIALLY INVITED TO

Alpha Phi Omega
LAMBDA MU CHAPTER

FALL 2018
BANQUET

DECEMBER 17, 2018 | 6PM-11:30PM

ALMANSOR COURT

700 S ALMANSOR ST. ALHAMBRA, CA 91801

ATTIRE: BLACK/WHITE/GOLD FORMAL

Almanson Court

700 S. Almanson St. Alhambra, Ca. 91801

Phone: 626-570-4600 Ext:1409 Fax: 626-570-0268

Estimate

#	Food	Price	Total
100	Plated Dinner	20.00	2,000.00
			0.00
			0.00
	Total Food		2,000.00

Prepared for:

Date of Event:

#	Beverages	Price	Total
			0.00
			0.00
	Total Beverages		0.00

#	Mis.	Price	Total
			0.00
			0.00
			0.00

Subtotal		2,000.00
20% Hospitality Fee		400.00
2% Environmental Fee		40.00
Subtotal		2,440.00
9.50% Sales Tax		231.80
TOTAL		2,671.80

Prepared on
by

This is an estimate only for comparison purposes. This estimate does not constitute a contract nor is this estimate automatically part of your contract or "order". All details are to be reviewed from A - Z (except final guarantee of attendance) with the Catering Management Staff at least four weeks prior to your event. A formal Banquet Event Order will then be created from that discussion and submitted for your review and signature.

CUSTOM SCHOOL MENU

PLATED: \$20.00 +++ (\$26.72 INCLUSIVE)

Included with the Meal is Chef's Selection of Rice or Potato, Seasonal Vegetable, Dinner Rolls & Lemonade

Plated:

Salad:

Garden Green Salad with Two Choices of Dressing

Entrée: (Chose One)

Chicken Teriyaki

Top Sirloin Roast Beef

Chef's Fresh Fish Selection

Dessert: (Choose One)

Ice Cream (choice of chocolate or vanilla)

Chocolate or Vanilla Cake

BUFFET: \$26.00 +++ (\$34.73 INCLUSIVE)

Buffet One:

Salads: Garden Green Salad with Two Dressing & Caesar Salad

Entrée: Spaghetti with Meat Sauce & Vegetarian Lasagna

Accompaniments: Roasted Vegetables & Garlic Bread

Dessert: Chocolate & Vanilla Cake

Beverage: Iced Water and Lemonade

Buffet Two:

Salads: Garden Green Salad with Two Dressing & Corn Salad

Entrée: Chicken Fajitas & Cheese Enchiladas Beverage: Iced Water and Lemonade

Accompaniments: Spanish Rice, Refried Beans and Tortillas

Dessert: Chocolate & Vanilla Cake

Beverage: Iced Water and Lemonade

THIS DOCUMENT HAS A TRUE WATERMARK AND VISIBLE FIBERS DISCERNIBLE FROM BOTH SIDES



CITY OF ALHAMBRA
BUSINESS LICENSE CERTIFICATE
111 SOUTH FIRST STREET
P.O. BOX 351
ALHAMBRA, CALIFORNIA 91802

The person, firm or corporation named below is granted the business certificate pursuant to the provision of the Alhambra Municipal Code to engage in, carry on, or conduct the business, trade, calling, profession, exhibition or occupation described below. Issuance of certificate is not an endorsement, nor certification of compliance with other ordinances or laws.

NON TRANSFERABLE
OR ASSIGNABLE

LICENSE NUMBER
15904

BUSINESS DESCRIPTION ENTERTAINMENT - NIGHTCLUB, DJ / LIVE BAND
PRIMARY CONTACT DAVID PERRIN

BUSINESS LOCATION 700 S ALMANSOR ST
ALHAMBRA, CA 91801-4552

EXPIRATION
12/31/2018

BUSINESS NAME ALMANSOR COURT INC
ATTN: ALMANSOR COURT INC
MAILING 700 S ALMANSOR ST
ADDRESS ALHAMBRA, CA 91801-4552

POST IN CONSPICUOUS PLACE

THIS DOCUMENT IS ALTERATION PROTECTED AND REFLECTS FLUORESCENT FIBERS UNDER UV LIGHT

THIS DOCUMENT HAS A TRUE WATERMARK AND VISIBLE FIBERS DISCERNIBLE FROM BOTH SIDES



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NON TRANSFERABLE
OR ASSIGNABLE

LICENSE NUMBER
15905

BUSINESS DESCRIPTION DANCE PERMIT
PRIMARY CONTACT DAVID PERRIN

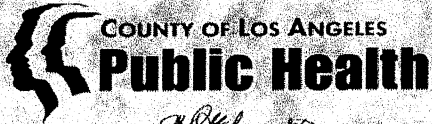
BUSINESS LOCATION 700 S ALMANSOR ST
ALHAMBRA, CA 91801-4552

EXPIRATION
12/31/2018

BUSINESS NAME ALMANSOR COURT INC
ATTN: ALMANSOR COURT INC
MAILING 700 S ALMANSOR ST
ADDRESS ALHAMBRA, CA 91801-4552

POST IN CONSPICUOUS PLACE

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COUNTY OF LOS ANGELES

Public Health

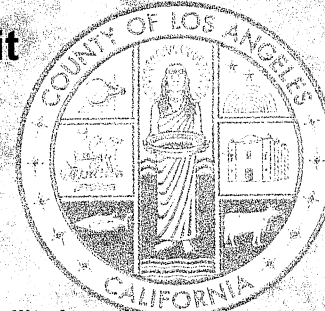
Jeffrey D. Gunzenhauser, M.D., M.P.H.
Interim Health Officer

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

Public Health Permit

FY 2018/2019

Valid Until 6/30/2019



PR Number: PR0004555
Program ID: ALMANSOR COURT BANQUET HALL
Description: RESTAURANT (151 +) SEATS HIGH RISK

Facility Owner - Mail Address

ALMANSOR COURT INC
700 S ALMANSOR ST
ALHAMBRA, CA 91801

Facility Location

ALMANSOR COURT BANQUET
HALL
700 S ALMANSOR ST
ALHAMBRA, CA 91801

646



COUNTY OF LOS ANGELES

Public Health

Jeffrey D. Gunzenhauser, M.D., M.P.H.
Interim Health Officer

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

Public Health Permit

FY 2018/2019

Valid Until 6/30/2019



PR Number: PR0045473
Program ID: BIRDIE'S
Description: RESTAURANT (31-60) SEATS HIGH RISK

Facility Owner - Mail Address

ALMANSOR COURT INC
700 S ALMANSOR ST
ALHAMBRA, CA 91801

Facility Location

BIRDIE'S
700 S ALMANSOR ST
ALHAMBRA, CA 91801

646