

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: School Psychology Student Association
 Event Title: National Association of School Psychology Conference
 Date(s) of Event: 2/25/19-3/03/19 Semester Select One... Spring
 Location of Event: Atlanta, Georgia
 Expected Total Attendance: _____ 2000
 Expected Attendance of Cal State LA Students: _____ 9

Event Description and Total Cost Breakdown

Briefly describe the event:

The NASP Conference, the largest annual gathering of school psychologists, is an important professional development opportunity. It offers more than 1,200 sessions/workshops that will provide Cal State LA students with skills and strategies to supplement the training that we receive here.

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

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

This additional professional development will ensure that we are competitive candidates when we go out into the field and reflect the high quality program that Cal State LA offers and enhancing the reputation of the School Psychology program.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Travel (9 round trip air fare tickets)	\$3,312.00

Event Summary

Total Cost of Event: \$3,312.00
 Amount Requested from ASI: \$3,000.00
 Amount from other sources: \$312.00

What other resources are you employing for this event?

We will be conducting various fundraisers, including a t-shirt sale, baked goods sale, restaurant fundraisers, and more. We also currently have funds in our account from previous fundraisers that can also be used.

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 30 4:42:53



CSULA

School Psychology
Student Association



UNLOCK POTENTIAL
PREVENTION IS KEY

NASP 2019

ANNUAL CONVENTION

#NASP2019 February 26–March 1, 2019 | ATLANTA, GA

As future school psychologist it is imperative that we provide students with the most up-to-date, evidence-based psychological services. The National Association of School Psychologists' 2019 Annual Convention is an important professional development opportunity. It offers more than 1,200 sessions and workshops over four days that will provide us with skills and strategies to improve the quality of services that our students receive.

Come join us, the School Psychology Student Association, and learn the most up-to-date evidenced-based psychological services to help children and youth succeed academically, socially, behaviorally, and emotionally.

STUDENT ORGANIZATION EVENT REGISTRATION FORM

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):

The National Association of School Psychology (NASP) Convention is the largest annual gathering of school psychologists, the convention is an important professional development opportunity. It offers more than 1,200 sessions and workshops over four days that will provide Cal State LA students with skills and strategies to supplement the training that we receive through the School Psychology program at Cal State LA. This will allow us to become highly skilled professionals and enhance the reputation of the School Psychology department. Furthermore, students from our School Psychology Graduate program will be representing Cal State LA at various interactive workshops and networking events, reflecting the high quality of our program and school to professionals and prospective students from across the country.

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

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 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.




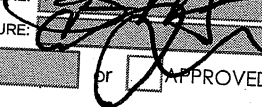
RECEIVED

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: _____ SIGNATURE:  DATE: 10/23/18

TREASURER: _____ SIGNATURE:  DATE: 10/23/18

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.

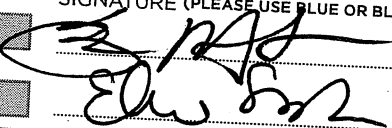
CONDUCT: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.

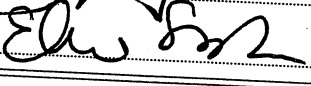
ALCOHOL: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition 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: Brian Mendoza SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: 10/23/18

ADVISOR'S NAME: Elina Saeki SIGNATURE:  DATE: 10/23/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 10/23/18

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY YES NO DATE REQUIRED: 2/11/2019

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: 2/11/2019

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)

TRAVEL FORMS PENDING



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CHARTER COLLEGE OF EDUCATION
Office of the Dean

October 25, 2018

Dear Cal State LA ASI Funding Committee:

I am writing in strong support of the School Psychology Student Association (SPSA) chapter at Cal State LA and their request for ASI funding to attend the National Association of School Psychologists Annual Convention, to be held in Atlanta, Georgia, February 26th through March 1st, 2019.

SPSA's mission is to promote and support the pursuit of professional preparation in the field of school psychology, with special emphasis with those serving linguistically and culturally diverse populations in urban schools. SPSA strives to encourage the collaboration and cooperation among graduate students, faculty, alumni, and professionals in the field of school psychology and more broadly, in education. Ultimately, SPSA's intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research. This annual conference is the largest gathering of school psychologist professionals, nationally and internationally. This presents a tremendous opportunity for our school psychology graduate students to not only present their research in collaboration with their faculty mentors, but also to network with professionals in the field. Conference attendance will enable our graduate students to represent Cal State LA and the CCOE as a leading institution in the preparation and training of future school psychologists.

In order for our students to attend this conference, travel and accommodations are cost-prohibitive. Therefore, additional university support is requested for students to attend the conference.

I am in full support of SPSA's request for funding in support of attending this important meeting.

Sincerely,

Cheryl L. Ney, Ph.D.
Dean, Charter College of Education



October 23, 2018

Dear Cal State LA ASI Funding Committee:

I am writing in strong support of the School Psychology Student Association (SPSA) chapter at Cal State LA and their request for ASI funding to attend the National Association of School Psychologists Annual Convention, to be held in Atlanta, Georgia, February 26 through March 1, 2019.

SPSA's mission is to promote and support the pursuit of professional preparation in the field of school psychology, with special emphasis with those serving linguistically and culturally diverse populations in urban schools. SPSA strives to encourage the collaboration and cooperation among graduate students, faculty, alumni, and professionals in the field of school psychology and more broadly, in education. Ultimately, SPSA's intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research. This annual conference is the largest gathering of school psychology professionals, nationally and internationally. This presents a tremendous opportunity for our school psychology graduate students to not only present their research in collaboration with their faculty mentors, but also to network with professionals in the field. Conference attendance will enable our graduate students to represent Cal State LA and the Charter College of Education as a leading institution in the preparation and training of future school psychologists.

In order for our students to attend this conference, travel and accommodations are cost-prohibitive. Therefore, additional university support is requested for students to attend the conference.

I am in full support of SPSA's request for funding to attend this important meeting.

If you have any questions, please contact by email at esaeki@calstatela.edu or by telephone at 323-343-4448.

Sincerely,

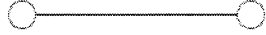
Elina Saeki, Ph.D.
Assistant Professor
School Psychology Program Coordinator

Times

Take-Off Landing

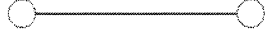
Take-Off from LAX

Mon 12:00 AM - Tue 12:00 AM



Take-Off from ATL

Sun 5:30 AM - 11:00 PM



Airlines

- Alaska Airlines \$479
- American Airlines \$368
- Delta \$342
- Frontier \$304
- JetBlue \$387

Time	Airline	Type	Duration	Route	Fare
9:21 am — 11:34 am	Frontier	nonstop	5h 13m	ATL - LAX	Hacker Fare Basic Economy View Deal
5:25 pm — 12:35 am	Delta	nonstop	4h 10m	LAX - ATL	\$368 Hacker Fare Basic Economy View Deal
7:00 am — 8:29 am	American Airlines	nonstop	4h 29m	ATL - LAX	View Deal
10:40 pm — 6:02 am	American Airlines	nonstop	4h 22m	LAX - ATL	\$368 American Airlines Basic Economy View Deal
7:00 am — 8:29 am	American Airlines	nonstop	4h 29m	ATL - LAX	View Deal Main cabin \$423

Codeshares available

List of Traveling Students

Name	CIN
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	