

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: Paul R...

Organization

Club/Organization: Student Homie Union (SHU)

Event Title: 4th Annual Reintegration Conference

Date(s) of Event: May 1st Semester Select One

Location of Event: Golden Eagle Ballrooms

Expected Total Attendance: 400+

Expected Attendance of Cal State LA Students: 200+

Event Description and Total Cost Breakdown

Briefly describe the event:

the reintegration conference gathers students, teachers and community leaders in order to share "best practices" models with formerly incarcerated formerly population. The students will attend workshop that provide information and resources that will assist them in pursuing a career in this field.

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

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

The conference will provide information and opportunities to formerly incarcerated students and students that have been system impacted and are pursuing careers working with formerly incarcerated students.

Hospitality

Description	Amount
UAS Banquet order	3000.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$0.00

Amount Requested from ASI: 3000

Amount from other sources: _____

What other resources are you employing for this event?

Department funding for event.

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

19 JAN 4 PM 3:40:48

Charter College of Education
College of Natural Social Sciences
College of Health and Human Services
Center for Engagement, Service, and
the Public Good

cordially Invite you to the

**4TH ANNUAL CAL STATE LA
CONFERENCE ON REINTEGRATION OF
FORMERLY INCARCERATED
POPULATIONS: GANG PREVENTION**



**Friday, March 1, 2019
8am – 4pm
Golden Eagle Ballrooms**

Limited seats available, please **RSVP By February 15, 2019**. Tickets will be provided on a first come first basis.

<http://fipcsula.wordpress.com> #fipcsula



**End the Stigma
Expand Opportunities!**



RSVP
By 2/15/2019

<https://fipcsula2019.eventbrite.com>

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: Student Home Union PHONE: [REDACTED] DATE: 10/27/18
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: Reintegration Conference LOCATION: USU-Los Angeles Ballrooms
EVENT DATE: March 1st BEGIN TIME: 8am END TIME: 5pm ESTIMATED ATTENDANCE: 400+

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):

The 4th Annual Reintegration Conference allows students, professors and community leaders to gather to learn, discuss and network on "best practices" when it comes to providing a safe educational environment where formerly incarcerated students can thrive.

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

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

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

If so, please affirm organization members and guests will not consume alcohol. [REDACTED]

Initials

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.

RECEIVED
NOV 08 2018
OM

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.

There will be no charge to participants.

PRESIDENT: [REDACTED] SIGNATURE: *Paul P. [REDACTED]* DATE: 11/7/18
TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or APPROVED EXEMPT STATUS: CSI VERIFICATION [REDACTED]

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) *Paul P. [REDACTED]* DATE: 11-7-18
ADVISOR'S NAME [REDACTED] SIGNATURE *[REDACTED]* DATE: 11-6-18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[REDACTED]* DATE: 11/8/18
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)



Golden
Eagle
Hospitality

for: Event # E33258
on: Friday, March 01, 2019

Client/Organization Division Of Special Education And Counsel	Event Date 3/1/2019 (Fri)	Booking Contact [REDACTED]	Event # E33258
Address 8144-04 Kh C1072e		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Reintegration Formally Incarcerated	Sales Rep Amy Miers	Theme Conference	Guests 440 (Act)
			Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
Meeting		7:00 am	3:00 pm	Ballrm 1-2	Theater
		7:00 am	3:00 pm	Soriano Boardroom	No Setup

Food & Beverage

Food/Service Items	Unit	Price	Total
Meeting - 3/1/2019 - 7:00 am			
Served Inside - Back of Ballrooms at 8:00am			
(440) Continental Breakfast	Each	8.50	3,740.00
(440) Disposables	Each	0.35	154.00
-Mini Assorted Muffins and Danish			
-Fruit Salad			
-Orange Juice			
-Fresh Brewed Coffee			
-Hot Water w/ Assorted Tea			
-Water service			
Served on Patio at 11:30AM			
Grab-n-Go			
(440) Boxed Lunches	Each	9.00	3,960.00
6" Sub			
-(100) Roasted Turkey			
-(100) Ham and Swiss			
-(20)- Roasted Beef			
6" Wrap			
-(100) - Sesame Mandarin with Grilled Chicken			
-(20)- Roasted Vegetable -NO CHEESE			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
Meeting - 3/1/2019 - 7:00 am			
Sign to read:Reinergration Formally Incarcerated Persons			
(2) Registration Tables (outside the room)	Each		
(13) Vendor Tables - Setup on Pre-Function Patio	Each	10.00	130.00
Morning set-up			
(1) Pipe and Drape- Set behind the stage	Each	125.00	125.00
(2) Risers- East Wall	Each	125.00	250.00
(1) Panel Table with 6 Chairs	Each		
(6) Panel Table	Each	25.00	150.00
Microphones-set on riser			
(1) Podium and Microphone	Each	25.00	25.00
(1) Screen (Client has Cart and Projector) -	Each		
(1) Av Cart, Projector and Screen (Client ot provide laptop)	Each	50.00	50.00
(450) Theater Style Seating (225 per ballroom)	Each		
-With Linen and Skirting			
(1) 11:30am - 12:30pm	Each	75.00	75.00
-Airwall to be closed during			

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

E33258 - Division Of Special Education And Counseling

-Bag of Chips				lunch- Remove risers, Pipe and				
-Cookie				Drape & Mics				
-Bottled Water and Assorted Sodas				**12:30pm- After Lunch set-up**				
(8) Fresh-Brewed Coffee (Regular)	Gallon(s)	23.00	184.00	**Ballroom #1**				
				(1) Panel Table for 3 w/ Linen & Skirting	Each	15.00	15.00	
				(2) Table Mics	Each	25.00	50.00	
				Ballroom #2				
				(1) Panel Table for 3 w/ Linen & Skirting	Each	15.00	15.00	
				(2) Table Mics	Each	25.00	50.00	
				(3) Directional Signage: "Reintegration Formally Incarcerated Persons in the Golden Ballrooms "	Each	20.00	60.00	
				To be placed at: Luckman, Transit Center, and the USU				

Notes

**Ballroom airwall to stay open in the morning
Airwall to be closed after lunch- Remove risers, Pipe and Drape- 11:30am-12:30pm
Event End 3:00pm-**

Please charge to the following account:- 660855-SF001-201420-\$1000
NSS to pay- \$2,500
CESPG to pay- \$3,450- 668030-UV003-200103-231286

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	7,854.00	184.00	0.00	995.00	0.00	0.00	0.00	9,033.00
Service Charge	1,335.18	31.28	0.00	169.15	0.00	0.00	0.00	1,535.61
Taxes	872.97	20.45	0.00	0.00	0.00	0.00	0.00	893.42
Total	10,062.15	235.73	0.00	1,164.15	0.00	0.00	0.00	11,462.03

Subtotal	9,033.00	Paid	0.00	
Tax	893.42	Balance	11,462.03	
Service Charge	1,535.61			
Total Value	11,462.03			

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)