

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: *[Signature]*

Organization

Club/Organization: Alpha Tau Delta

Event Title: T-shirt fundraiser

Date(s) of Event: 3/15/19 Semester Spring

Location of Event: Salazar Hall benches

Expected Total Attendance: 40

Expected Attendance of Cal State LA Students: 40

Event Description and Total Cost Breakdown

Briefly describe the event:

This is a t-shirt fundraiser for our organization. The funds raised here will be used to buy graduation sashes for our senior members who are in good standing.

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

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

This will support the graduating seniors and recognize their participation and efforts in our organization

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
40 t-shirts	\$616.40

Other

Description	Amount

Event Summary

Total Cost of Event: \$616.40

Amount Requested from ASI: \$616.40

Amount from other sources: 0

What other resources are you employing for this 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

15 FEB 19 9:02:28

COMPLETED



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 Tau Delta PHONE: [REDACTED] DATE: 1/25/19

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: T-shirt fundraiser LOCATION: Salazar Hall Benches

EVENT DATE: 3/15/19 BEGIN TIME: 11:00AM END TIME: 3:00PM ESTIMATED ATTENDANCE: 40

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: Fundraising Event 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):

This will be our fundraising event where we are selling our organization t-shirts.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Official Facebook page 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 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 [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.

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 C

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.

T-shirts will be sold at \$15 each. Sizes are unisex and all prices are the same for each size.

PRESIDENT: [Redacted] SIGNATURE: *Jonathan Aguilar* DATE: 1/25/19
 TREASURER: [Redacted] SIGNATURE: [Redacted] DATE: 1/25/19
 U-SU STUDENT ORGANIZATION ACCOUNT # [Redacted] 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 [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) *Mark [Redacted]* DATE: 1/25/19
 ADVISOR'S NAME [Redacted] *Darlene Amochuro* DATE: 1/25/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 1-25-19
 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)



TALK TO A REAL PERSON
800-293-4232

PRINTED PROOF

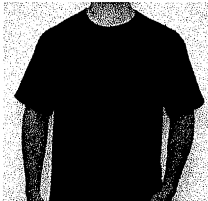


Decoration: Screen Printing: 2 Color Front, 3 Color Back

All-Inclusive Price: \$15.41 each | \$616.40 total at quantities below

Delivery Time: Free 2-week delivery to 91201. (For 1-week rush, add 10%.)

Gildan Ultra Cotton T-shirt



Color: Black

Total: 40

Youth Sizes

Adult Sizes

YXS	YS	YM	YL	YXL	S	M	L	XL	2XL	3XL	4XL
					16	16	5	3			

Call Us to Place your Order

Have a friendly Custom Ink representative help you place your order! Call us at 800-293-4232.

Talk to a Real Person 8am-Midnight ET Mon-Fri, 10am-6pm ET Saturday and 10am-9pm ET Sunday

Order or Revise Your Design Online

Retrieve your design at WWW.CUSTOMINK.COM/DESIGN/PROOF_LOOKUP by using this number: GGA0-00BQ-9T2R.

Use "Checkout Now" to pay by credit/debit card, check, or PO (for qualified institutions).

Mail Us Your Order Form

Please enter your contact information and mail this entire Printed Proof with a check - we will use the information below to confirm your payment and provide updates about your order.

Name: _____

Email: _____

Phone: _____

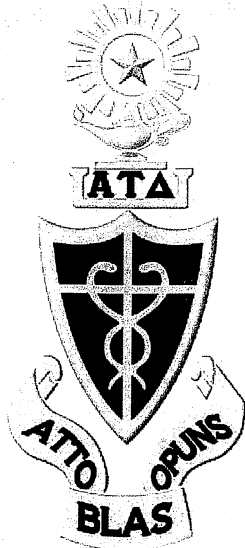
Mail this form with a check to:

Custom Ink

PO Box 759439

Baltimore, MD 21275-9439

Attn: Accounts Receivable



**MARCH 15TH,
2019**

T-SHIRT FUNDRAISER

Come to our t-shirt fundraiser to support our organization! Shirts will sell until current set runs out. Re-orders will be available after the first set of shirts are sold out!

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

EVENT DETAILS:

**EVENT WILL
BE HELD IN:**
*Salazar Hall
Benches*

TIME:
*11:00AM-3:00
PM*

T-shirt price:
\$15.00

SIZES:
*Small
Medium
Large
Extra Large*
