

# 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	Organization
Officer Name: _____	Club/Organization: <u>English Graduate Student Association</u>
Officer Title: _____	Event Title: <u>Significations Conference 2019</u>
Address: _____	Date(s) of Event: <u>March 22, 2019</u> Semester <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>University Student Union</u>
Phone & Email: _____	Expected Total Attendance: <u>90</u>
Officer Signature: <u>[Signature]</u>	Expected Attendance of Cal State LA Students: <u>80</u>

Event Description and Total Cost Breakdown	
<p>Briefly describe the event:</p> <p>The Significations Conference is a professional development conference where students from CSULA and sister schools have the opportunity to showcase their research in the humanities. The student's submissions are published in a book of proceedings and a keynote speaker is a featured guest.</p>	<p>Is the event open to all Cal State LA students?: <u>Yes</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <p>This program allows professional development opportunities to students who participate and attend. The conference is a great segue into the professional world of academic conferences and allows for students, faculty, and staff to enjoy the benefits of their hard work. This is also a perfect opportunity for students to mingle with their peers from other academic fields.</p>


Hospitality	
Description	Amount
Golden Eagle Hospitality (Food)	\$2,475.81

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount
Reprographics (Posters)	\$41.25
Reprographics (Flyers)	\$7.90

Other	
Description	Amount
Reprographics (Book/Proceedings)	\$1,101.21
Reprographics (Book Cover)	\$61.40

Event Summary	
Total Cost of Event:	\$3,687.57
Amount Requested from ASI:	\$3,687.57
Amount from other sources:	
What other resources are you employing for this event?	

For Office Use Only • Do Not Write Below	
<b>Important:</b>	
(1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u> (2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u> (3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u>	
<b>All forms must have a Time Stamp and staff initial:</b>	
staff initial: <u>DN</u> <u>LN</u>	

NY

RECEIVED SEP 05 2018 DATE UPDATE 03/22/19

# 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: [REDACTED] PHONE: [REDACTED] DATE: [REDACTED]  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: [REDACTED] LOCATION: [REDACTED]  
 EVENT DATE: 8/22/19 BEGIN TIME: [REDACTED] END TIME: [REDACTED] ESTIMATED ATTENDANCE: [REDACTED]

**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):**

[REDACTED]

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

PRINTED POSTCARDS  TED POSTERS/FLIERS  SOCIAL MEDIA: [REDACTED]  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.  
 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 [REDACTED]

# 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:

\_\_\_\_\_

*Liliana Cavazos*

8-29-18

ADVISOR'S NAME

\_\_\_\_\_

*Ann Chui*

9/6/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

*wyatfan*

9/6/18

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: \_\_\_\_\_

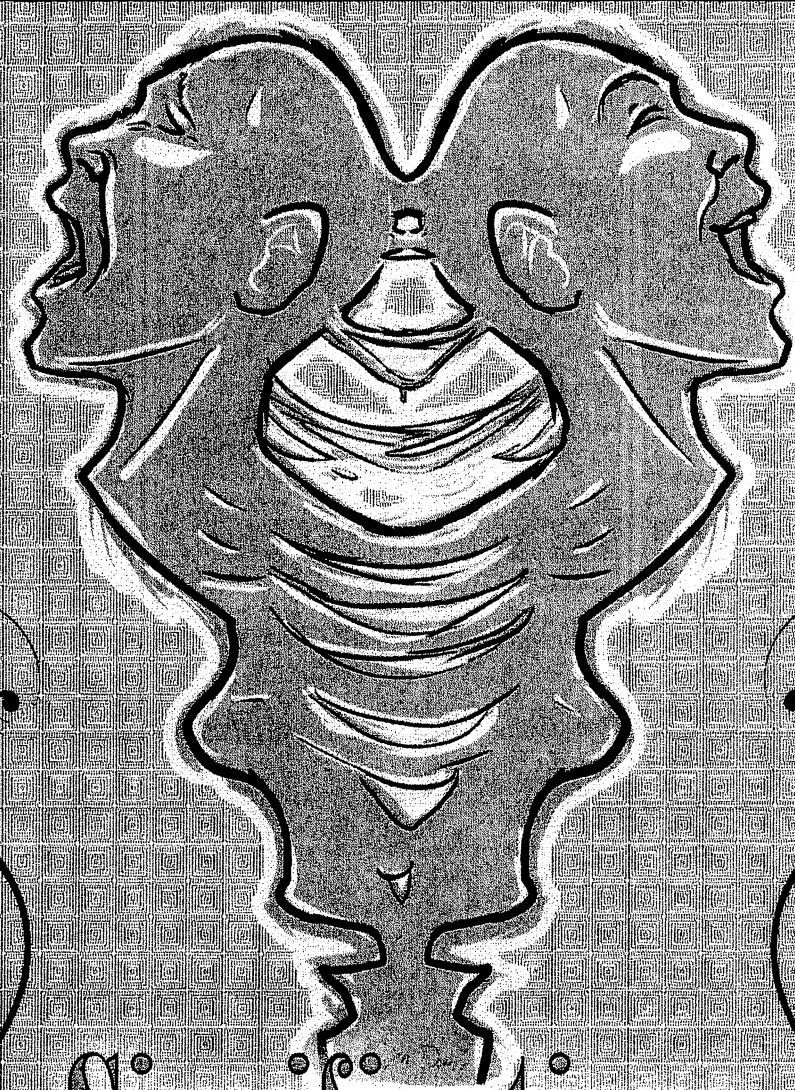
U-SU BUSINESS OFFICE

DATE: \_\_\_\_\_

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

DATE CHANGE TO 03/22/19 *Cubana* 10/9/18





# Significations Conference

MARCH 22nd, 2019

8:00am - 4:30pm  
In the Student Union

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



Golden  
Eagle  
Hospitality

for: Event # E34340  
on: Friday, March 22, 2019

Client/Organization English Graduate Student Association	Event Date 3/22/2019 (Fri)	Booking Contact [REDACTED]	Event # E34340
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name English Graduate Student Associatio	Sales Rep Amanda Tapia	Theme Delivery	Guests 100 (Act)
			Category

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		8:00 am	12:00 pm	Student Union	Delivery

**Setup Notes**

**Food & Beverage**

**Equipment/Miscellaneous**

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Deliver to USU Los Angeles Room				(15) White Linen	Each	5.00	75.00
<b>**Breakfast Delivery Time - 08:00 AM**</b>							
(100) Disposables	Each	0.10	10.00				
(5) Assorted Muffins and Danishes-Mini	Dozen(s)	16.00	80.00				
(5) Bagels With Cream Cheese	Dozen(s)	22.00	110.00				
(1) Medium - Fresh Fruit Salad (50pp)	Bowl(s)	85.00	85.00				
(2) Fresh Orange Juice	Gallon(s)	16.00	32.00				
(4) Fresh-Brewed Coffee (Regular)	Gallon(s)	22.00	88.00				
<b>Water Service</b>							
(100) <b>**Lunch Delivery at -12:00 PM**</b>	Guest(s)						
(100) Disposables	Each	0.20	20.00				
<b>***NO Chafers**</b>							
(2) Full Pans -Grilled Sliced Chicken w/ Lemon-Herb Sauce (Aluminum Pan)	Each	135.00	270.00				
(3) Full Pans-Pesto Cream Penne Pasta (Aluminum Pan)	Each	95.00	285.00				
(1) -Half Pan- Vegetarian Penne Pasta in Marinara Sauce	Each	65.00	65.00				

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

E34340 - English Graduate Student Association

(Aluminum Pan)			
(2) Full Pans-Sautéed Vegetables (Aluminum Pan)	Each	85.00	170.00
(80) -Garlic Bread	Guest(s)	1.25	100.00
(9) -Assorted Cookies	Dozen(s)	15.00	135.00
(1) Large - Hummus and Pita Chips	Bowl(s)	60.00	60.00
(1) Medium - Asian Style Noodle Salad with a Thai Peanut Dressing(36-74pp)	Bowl(s)	75.00	75.00
(1) Large - Roma Tomato Bruschetta with Garlic Crostini's (75-100pp)	Platter(s)	85.00	85.00
(1) Medium - Salsa Roja With Tortilla Chips(36-74pp)	Platter(s)	65.00	65.00
(1) Medium - Lentil Salad(36-74pp)	Bowl(s)	65.00	65.00
(4) Lemonade	Gallon(s)	16.00	64.00
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,680.00	184.00	0.00	75.00	0.00	0.00	0.00	1,939.00
Service Charge	285.60	31.28	0.00	12.75	0.00	0.00	0.00	329.63
Taxes	186.73	20.45	0.00	0.00	0.00	0.00	0.00	207.18
Total	2,152.33	235.73	0.00	87.75	0.00	0.00	0.00	2,475.81

Subtotal	1,939.00	Paid	0.00
Tax	207.18	Balance	2,475.81
Service Charge	329.63		
Total Value	2,475.81		

**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)



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Click to Order Online quote valid for 30 days

QUOTE ID	250.1
QUOTE DATE	January 08, 2019
CUSTOMER	201000 - College of Arts and Letters
ACCOUNT	
CUSTOMER PO	
TURNAROUND	
SALESPERSON	Bernard Kane
ESTIMATOR	Bernard Kane

<b>BILL TO</b>
College of Arts & Letters (A&L) 5151 State University Drive MUS 228 Los Angeles, CA 90032

CONTACT	
EMAIL	
PHONE	
FAX	

## Project: Significations materials

01	<b>DESCRIPTION</b> 4/0 24" x 36" Posters 24.000 x 36.000 inches Inkjet-WideFormat (Matt Photo Paper 4mil)	Quantity 2
		SUB TOTAL \$41.25

02	<b>DESCRIPTION</b> 4/0 11x17 Prints 11.000 x 17.000 inches 4ColorDigital (White Matte 100lb Text)	Quantity 10
		SUB TOTAL \$7.90

03	<b>DESCRIPTION</b> 1/1 Color & BW Digital Prints All Sizes 6.000 x 9.000 inches 1ColorBlkWhiDigital (Williamsburg White Offset Smooth 70lb Text) 157 sheets per set  Perfect Binding	Quantity 80
		SUB TOTAL \$1101.21

04	<b>DESCRIPTION</b> 4/4 Color & BW Digital Prints All Sizes 9.000 x 13.000 inches 4ColorDigital (White Matte 80lb Cover)	Quantity 80
		SUB TOTAL \$61.40

<b>TOTAL QUOTE</b>	\$1211.76	\$0.00	\$0.00
--------------------	-----------	--------	--------



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Click to Order Online quote valid for 30 days

<b>BILL TO</b>
College of Arts & Letters (A&L) 5151 State University Drive MUS 228 Los Angeles, CA 90032

<b>CONTACT</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>FAX</b>	

<b>QUOTE ID</b>	250.1
<b>QUOTE DATE</b>	January 08, 2019
<b>CUSTOMER</b>	201000 - College of Arts and Letters
<b>ACCOUNT</b>	
<b>CUSTOMER PO</b>	
<b>TURNAROUND</b>	
<b>SALESPERSON</b>	Bernard Kane
<b>ESTIMATOR</b>	Bernard Kane

**ACCEPTED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

Above prices do not include postage, shipping fees or sales tax. Prices based upon receipt of "press ready" artwork. Graphic design and artwork correction services available at \$65.00 per hour. Rush turnarounds subject to approval and availability. All quotations are valid for 30 days.