

# ASU 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: Alexandre Alvarado

**Organization**

Club/Organization: Institute of Electrical and Electronics Engineers  
 Event Title: Guest speaker  
 Date(s) of Event: 3/5/2019 Semester Spring  
 Location of Event: Montebello room  
 Expected Total Attendance: \_\_\_\_\_ 50  
 Expected Attendance of Cal State LA Students: \_\_\_\_\_ 50

**Event Description and Total Cost Breakdown**

Briefly describe the event:

Dr. Taylor Will be giving a presentation work with the electronics

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

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

Student will get to meet and listen to a employee of NASA Jet Propulsion Laboratory and develop a better understanding electronics.

**Hospitality**

Description	Amount

**Honoraria/Contracts**

Description	Amount
Award Plaque	\$53.75

**Marketing**

Description	Amount

**Other**

Description	Amount
UAS catering	\$194.74

**Event Summary**

Total Cost of Event: \$248.49

Amount Requested from ASI: \$248.49

Amount from other sources: \$0.00

What other resources are you employing for this event?

**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:** KB  
LN

# 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: Institute of Electrical and Electronic Engineers PHONE: [REDACTED] DATE: 1/5/19  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: Guest Speaker: Nicholas Taylor LOCATION: Montebello Room  
 EVENT DATE: 3/5/2019 BEGIN TIME: 12:30 END TIME: 3:00 ESTIMATED ATTENDANCE: 50

**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):**

Dr. Taylor will give a presentation involving his work with the Europa-Lander Project.  
 [REDACTED]

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

PRINTED POSTCARDS  PRINTED POSTERS/FLIERS  SOCIAL MEDIA: @eee\_calstatela (instagram)  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 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 CSI.

**RECEIVED**  
 FEB 01 2019

# 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 ICSJAM 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.

No proceeds will be raised at the event.

PRESIDENT: [Redacted] SIGNATURE: *Emelie Rabin* DATE: 1/23/19  
 TREASURER: [Redacted] SIGNATURE: *F.R.* DATE: 1/23/19  
 U-SJ 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): *[Signature]* DATE: 1/24/2019  
 ADVISOR'S NAME: [Redacted] SIGNATURE: *[Signature]* DATE: 1/22/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 2-1-19  
 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: \_\_\_\_\_
  - DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_
  - OTHER DATE: \_\_\_\_\_
  - ATHLETICS DATE: \_\_\_\_\_
  - FACILITIES USE COORDINATOR DATE: \_\_\_\_\_
  - U-SJ BUSINESS OFFICE DATE: \_\_\_\_\_

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

# IEEE Student Branch

Speaker Series: Dr. Nicholas Taylor  
Tuesday March 5, 2:00pm-4:00pm

## IEEE CSULA Student Branch 2018-2019 Board

### President

Edward Ramirez

### Vice-President External

Stephen Doeve

### Vice-President Internal

Alexandro Alvarado

### Treasurer

Aldo Adame

### Secretary

Edgar Valenzuela

### Web Master

Michael Estrada

### IEEE LA Metro Liaison

Stephen Doeve

### Faculty Advisor

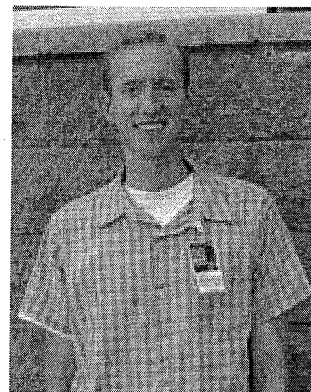
Dr. Fred Daneshgaran

 [www.instagram.com/ieee.csula](https://www.instagram.com/ieee.csula)

 [www.facebook.com/csulaieee](https://www.facebook.com/csulaieee)

Hello Calstate LA Students,

We would like to invite you to our next guest speaker series on Tuesday March 5, 2019 from 1:00pm to 3:00pm. Dr. Taylor is an Electronic engineer at NASA JPL who received her PhD from the Massachusetts Institute of Technology in the field of Electrical Engineering.



Dr. Taylor has worked as a Payload Systems Engineer on the InSight Mars lander and as a Systems Engineer for Electronics. Stop by and listen to Dr. Taylor give a presentation about her work. Food and drinks will be provided. For more information please visit us on our website: <https://ieeecsula.wixsite.com/ieee> or email us at [ieee.csula@gmail.com](mailto:ieee.csula@gmail.com)

Hope to see you there.



Golden  
Eagle  
Hospitality

for: Event # E35381  
on: Tuesday, March 05, 2019

Client/Organization IEEE CSULA Student Branch		Event Date 3/5/2019 (Tue)		Booking Contact [REDACTED]		Event # E35381	
Address 5151 State University Drive				City, St/Prov Postal Los Angeles, CA 90032		Booking Tel [REDACTED]	
Party Name Speaker: Dr. Nicholas Taylor		Sales Rep Amy Miers		Theme		Category	

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		12:15 pm	12:30 pm	Student Union	Delivery

**Food & Beverage**

Food/Service Items	Unit	Price	Total
**Deliver to USU Montebello Room at 12:15PM**			
(25) Disposables	Each	0.50	12.50
(1) Extra Small - Sliced Fresh Fruit (up to 15 guests)	Platter(s)	35.00	35.00
(1) Large (Fifteen 12" Sub)	Platter(s)	85.00	85.00
-(5) Roasted Turkey			
-(5) BLT Avocado			
-(3) Grilled Chicken Pesto			
-(2) Tuna Salad			
(1) Apple Juice	Gallon(s)	22.00	22.00
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	132.50	22.00	0.00	0.00	0.00	0.00	0.00	154.50
Service Charge	22.53	3.74	0.00	0.00	0.00	0.00	0.00	26.27
Taxes	14.73	2.45	0.00	0.00	0.00	0.00	0.00	17.18
<b>Total</b>	<b>169.76</b>	<b>28.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>197.95</b>

Subtotal	154.50	Paid	0.00
Tax	17.18	Balance	197.95
Service Charge	26.27		
<b>Total Value</b>	<b>197.95</b>		

**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**

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



**American Trophy & Award Company**  
**American Badge & Ribbon Company**

106 1/2 Judge John Aiso St. #721  
 Los Angeles, CA 90012

# QUOTATION

Date	Estimate #
1/30/2019	1-1719

Name / Address

IEEE - CSULA  
 [Redacted Address]

Ship To

IEEE - CSULA  
 [Redacted Address]

Terms	Rep
Prepaid Credit Card	GA

Description	Qty	Cost	Total
9" x 12" Cherry-finish Recognition Plaque w/ Digital Personalization	1	39.95	39.95T
Shipping	1	10.00	10.00
Sales Tax		9.50%	3.80

Thank you  
 Your business is greatly appreciated

**Total** \$53.75

Phone #	Fax #	E-mail	Web Site
213-553-9334	213-478-0436	greg@american-awards.com	www.american-awards.com

IEEE CSULA Student Branch

■ AWARD OF RECOGNITION ■

The Institute of

Electrical and Electronics Engineers (IEEE) recognizes:

*Dr. Nicholas Taylor*

For his outstanding presentation on  
*Electronics*

Given to the Student Branch Institute of Electrical and Electronics Engineers  
at the California State University of Los Angeles on

March 5, 2019



Edward Ramirez, *Section Chair*  
Alexandro Alvarado, *Section Vice Chair*  
Institute of Electrical and Electronics Engineers, Inc.



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Turned in  
2/14/19  
AM



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