

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	Organization
Officer Name: _____	Club/Organization: <u>Naturalist Club</u>
Officer Title: _____	Event Title: <u>CSU Desert Studies Center Trip</u>
Address: _____	Date(s) of Event: <u>3/23/19-3/24/19</u> Semester <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>Zzyzx, CA</u>
Phone & Email: _____	Expected Total Attendance: _____ 11
Officer Signature: <u><i>Questin</i></u>	Expected Attendance of Cal State LA Students: _____ 11

Event Description and Total Cost Breakdown	
Briefly describe the event: The Naturalist Club will visit the Desert Studies Center (DSC) (which is owned and managed by the CSU system) at Zzyzx in the Mojave Desert. There, we will explore the ecosystem and learn about the plants and animals that live there.	Is the event open to all Cal State LA students?: <u>No</u> How will this program enhance the Cal State LA experience?: For this event, we will strive to engage in hands-on learning and immerse ourselves in the field of ecology/evolutionary biology. We hope experiences such as this spark interests in related careers.

Hospitality	
Description	Amount
DSC Catering: Dinner	\$209.00
DSC Catering: Breakfast	\$110.00
DSC Catering: Lunch	\$110.00

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount

Other	
Description	Amount
DSC Lodging	\$99.00
Gas	\$756.90

Event Summary	
Total Cost of Event:	\$1,284.90
Amount Requested from ASI:	\$855.90
Amount from other sources:	\$0.00
What other resources are you employing for this event?	
None	

For Office Use Only • Do Not Write Below	
Important:	
(1) <i>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</i> (2) <i>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</i> (3) <i>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</i>	
All forms must have a Time Stamp and	
staff initial: <u>SK</u>	LN
19 FEB 15 AM 11:04:22	

Want to explore our local deserts and learn about the plants and animals thriving in these extreme environments?

Join the CSULA Naturalist Club as we partner with the Desert Studies Center to understand the surroundings and the important work they do!

CSU Desert Center Studies trip

When: March 23-24

Where: Zzyzx, California

***Facebook.com/groups/CalStateLANaturalistClub/
Insta: NatClubCSULA***

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: Naturalist Club PHONE: [REDACTED] DATE: 1/29/19
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: CSU Desert Studies Center Trip LOCATION: Zzyzx, CA
 EVENT DATE: 03/23-03/24 BEGIN TIME: Sat, 10:00am END TIME: Sun, 4:00pm ESTIMATED ATTENDANCE: 15

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: Outdoor education 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 Naturalist Club will travel to the Desert Studies Center (Zzyzx), which is owned and managed by the CSU system for an overnight trip. There, the club members will learn about the center and the desert ecosystem mainly through outdoor recreation activities. The center provides a dormitory-style housing. The tentative plan is to depart from Cal State LA Saturday morning, and return Sunday afternoon.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: [REDACTED] OTHER: Email

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: DSC Catering
 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.

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:
_____	<i>Austin Lee</i>	01/29/19
ADVISOR'S NAME	_____	_____
_____	<i>[Signature]</i>	01/29/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: _____

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY _____ DATE: 1.29.19

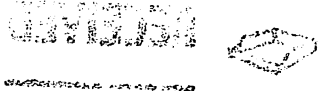
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU BUSINESS OFFICE	DATE: _____

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



Transportation Estimate

Estimated Mileage for event: 435 miles

Estimated # of vehicles used: 3

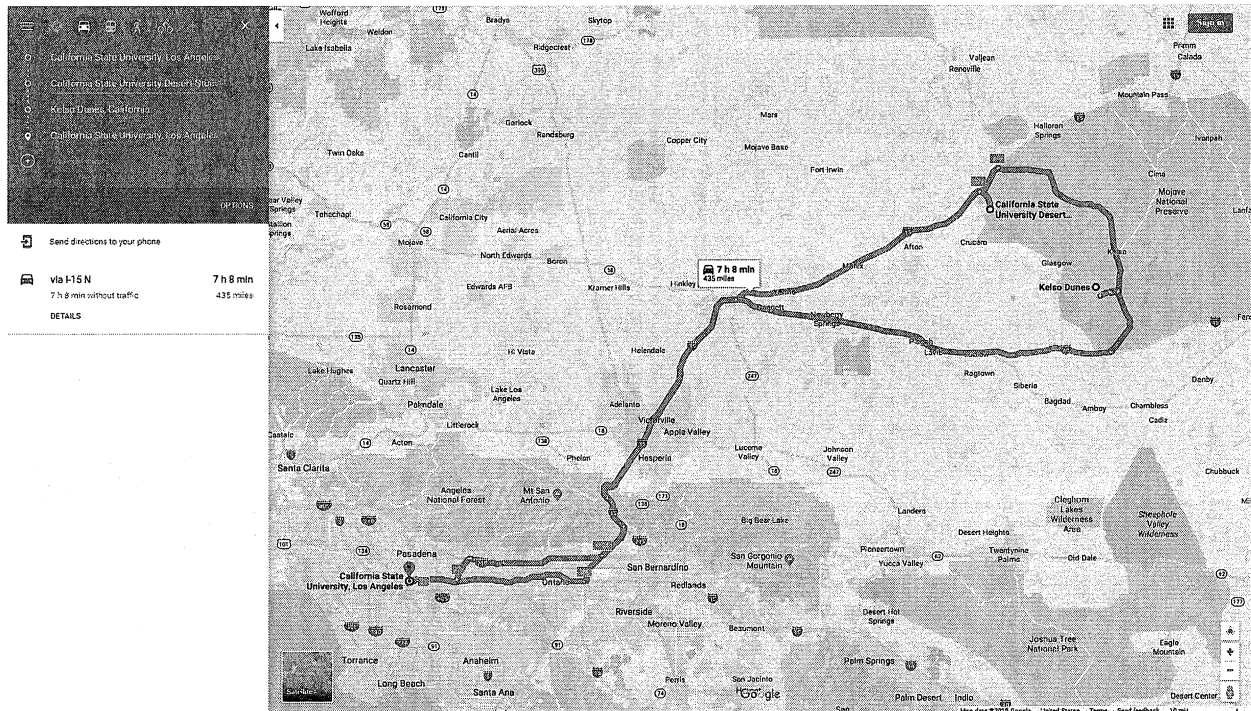
Cal State LA Mileage Reimbursement Rate for 2019: \$0.58 per mile

MATH:

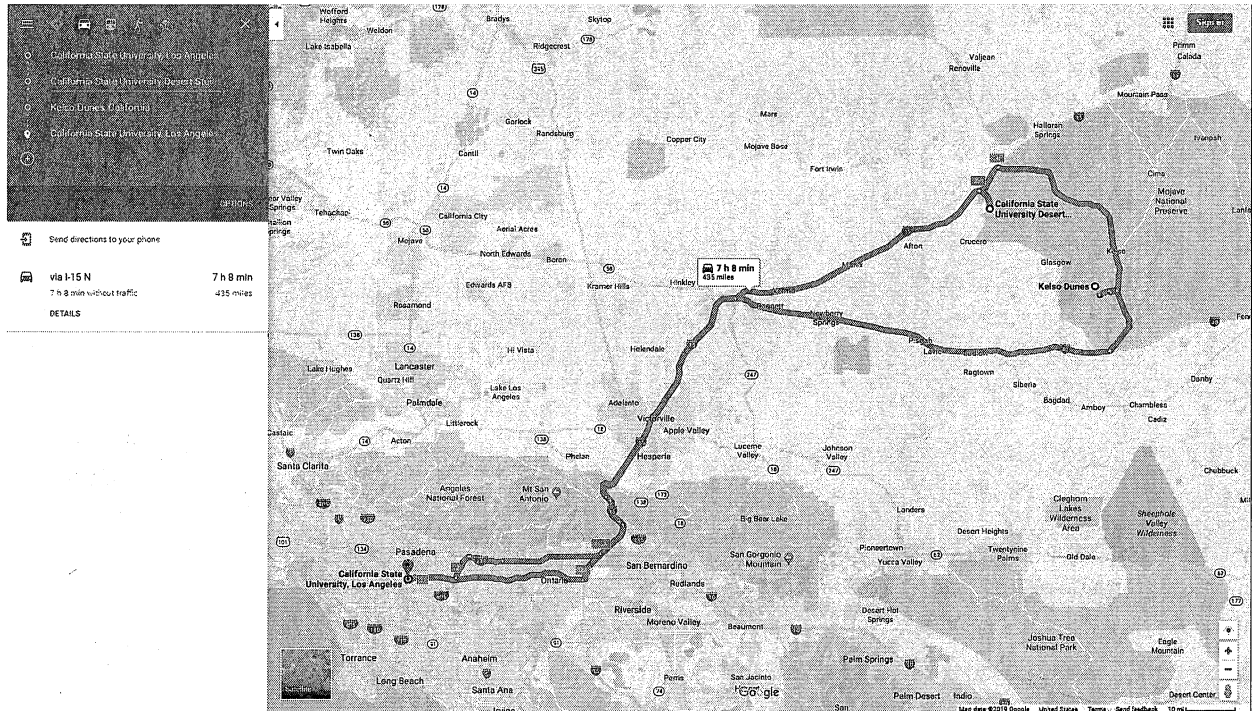
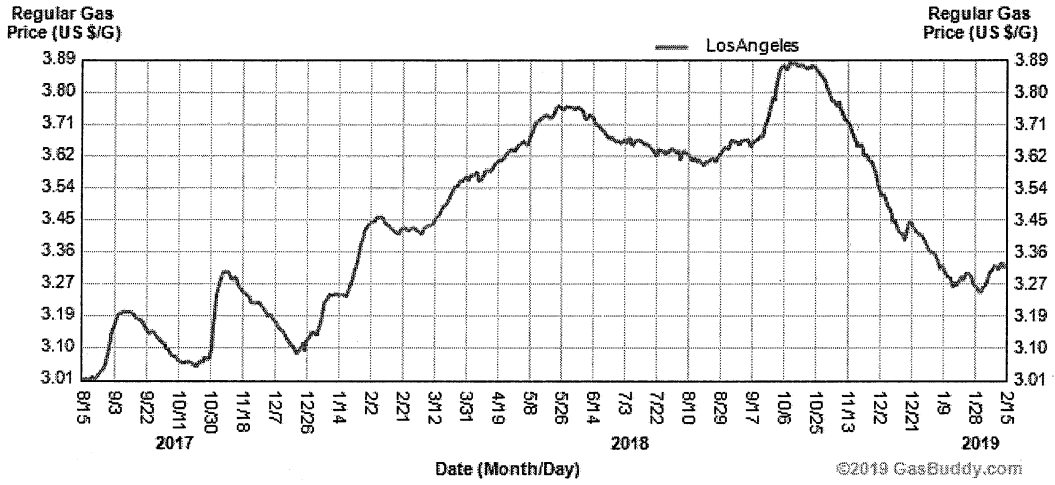
$$435 \text{ miles} \times \$0.58 \text{ per mile} = \$252.30 \text{ per vehicle}$$

$$\$252.30 \text{ per vehicle} \times 3 \text{ vehicles} = \$756.90 \text{ for gas for 3 vehicles}$$

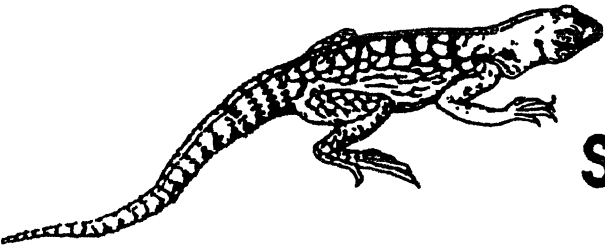
\$756.90 for gas for 3 vehicles



18 Month Average Retail Price Chart



NUMBER: 3066



CALIFORNIA DESERT STUDIES CONSORTIUM

DATE: January 29, 2019

INVOICE

TO:



Department of Biology

CSU Los Angeles

Los Angeles CA 90032

FOR: MUR fee for 11 people @ \$9/night per person and three meals @ \$41/person (D\$19, B\$10, L\$10 and a \$2 service charge) Mar 23-24, 2019 at the Desert Studies Center.

**PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR CHECK,
PAYABLE TO:**



DESERT STUDIES

IN THE AMOUNT OF: \$ 550.00

**CALIFORNIA DESERT STUDIES CONSORTIUM
DEPT OF BIOLOGY • CSU FULLERTON • FULLERTON, CA 92834-6850
657-278-2428**

Transportation Estimate

Estimated Mileage for event: 435 miles

Estimated # of vehicles used: 3

Average price of gas in LA: \$3.32/per gallon

Average mpg: 25

(<https://www.reuters.com/article/us-autos-emissions/u-s-vehicle-fuel-economy-rises-to-record-24-7-mpg-epa-idUSKBN1F02BX>)

Est. tank size for sedans: ~12 gallons

MATH:

$$\frac{435 \text{ miles}}{25 \text{ mpg}} = 17.4 \text{ gallons of gas}$$

$$17.4 \text{ gallons of gas} \times \$3.32 = \$57.76 \text{ gas per vehicle}$$

$$\$57.76 \text{ gas per vehicle} \times 3 \text{ vehicles} = \$173.28$$

\$173.28 for gas for 3 vehicles



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

College of Natural and Social Sciences
Office of the Dean

February 18, 2019

To the ASI Finance Committee,

I am happy to provide this letter of support for the Cal State LA Naturalist Club's travel to the CSU Desert Studies Center from March 23-24, 2019 in Zzyzx, California.

This is an exciting opportunity for the developing community of aspiring naturalists/ecologists within the biology department. The goals of the club include exploring the flora and fauna of our local ecosystems and influencing the local communities through outreach events. Through partnering with the Desert Studies Center, these students will explore the local deserts and learn about the plants and animals thriving in these extreme environments. I am confident that this endeavor will positively impact students in the CSULA Naturalist Club.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Scott-Johnson', with a long horizontal line extending to the right.

Pamela Scott-Johnson
Dean, College of Natural and Social Sciences



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: February 14, 2019
FROM: Robert Nissen, Chair of Biological Sciences
TO: Associated Students Inc
SUBJECT: Support for Naturalist Club

Dear ASI Finance Committee,

I give my enthusiastic support for the proposed Naturalist club activities. Specifically, their planned trip to the Desert Studies Center (DSC) will advance educational goals central to the overall mission of the Department, College, and University. The DSC, which is owned and managed by the CSU system, is a great place for the Naturalist club to fulfill their purpose as an organization and explore the flora and fauna that inhabit the region.

Please contact me if you have any further questions.

Robert M Nissen, PhD
Professor and Chair of Biological Sciences

