

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: Ntnl Student Speech Lang. Hearing As
 Event Title: Hanen On-Site Presentation
 Date(s) of Event: 2/28/2019 Semester: Select One Spring 2019
 Location of Event: USU Los Angeles Room A
 Expected Total Attendance: 70
 Expected Attendance of Cal State LA Students: 70

Event Description and Total Cost Breakdown

Briefly describe the event:
 This is an educational event geared toward students who want to pursue a career in the communication disorders field. The speaker will be talking about the Hanen approach for caregiver and child language intervention

Is the event open to all Cal State LA students?: Select One Yes
 How will this program enhance the Cal State LA experience?: This will engage and motivate students to pursue higher education and feel a part of the community.

Hospitality

Description	Amount
Pizza from Catering	\$251.75

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$0.00
 Amount Requested from ASI: \$251.75
 Amount from other sources: _____
 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: LN
LN

18 FEB 12 PM

Reservation Confirmation

Sponsor

██████████
 National Stu. Speech Language Hearing Assoc.
 5154 State University Drive
 Los Angeles, CA 90032

Reservation: 13261

Event Name: NSSLHA Presentation
 Status: Confirmed
 Phone: ██████████
 Email Address: ██████████

Bookings / Details

Quantity

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Appointment Date _____
 Appointment Date _____

Met with Event Services: _____
 Met with Media Services: _____

Food Permit

*For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.
 For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.*

Will food be served?
 YES

Who is providing it?
 UAS

Thursday, February 28, 2019

5:00 PM - 9:00 PM NSSLHA Presentation (Confirmed) U-SU Los Angeles Room A - 308A

Theater for 70	
Room Charge:	1
Event Services:	
Meeting Room Chairs	70
18 inch Interior Table	3
Event Services Setup Notes:	
Be advised: Sponsor is requesting (3) tables at the front of the room for food.	
Media Services - Conference:	
Multimedia Podium - Los Angeles A (MPLA)	1
<i>Laptop Presentation: VGA Video Connection</i>	
<i>Laptop Presentation: 3.5 mm Sound Connection</i>	
<i>Wireless Microphones: Wireless Hand-held Microphone: A</i>	
<i>Laptop Display Adapters: HDMI</i>	
<i>Laptop Display Adapters: MAC-Mini DisplayPort</i>	

GENERAL STATEMENT AND GUIDELINES

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.
- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or

Bookings / Details

Quantity

designee.

- The Information & Event Services Office schedules space on a first-come, first-serve basis.
- The Information and Event Services Office reserves the right to:

Reassign facilities in order to maximize efficient and effective use of its facilities.

Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

CONDUCT AND RESPONSIBILITY OF SPONSORS

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using U-SU facilities must restore them to original condition.
- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. *The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.*
- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

CO-SPONSORSHIP

- When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.
- The person reserving space for organization must be the primary organizer and contact person for the event.
- Event sponsors and organization members must be present during the entire event and attend any planning meetings.
- Student Clubs and Organizations recognized by the Center for Student Involvement are not permitted to reserve space for the purpose of a campus department or off-campus function.
- The sponsoring organization/individual is responsible for the conduct of all participants as well as others attending the event.

RESERVATION PAYMENT, PRE-PAYMENT, & INVOICING FOR EVENTS

Off-Campus Reservations:

- Reservations cancelled more than thirty (30) days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than thirty (30) days in advance, but more than two (business days), fifty percent (50%) of collected fees will be refunded.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

On-Campus Reservations:

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

PAYMENT and PRE-PAYMENT for EVENTS

Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit at the time of the reservation request and full payment no later than ten (10) business days prior to the event or via a Purchase Order. Reservations requested less than thirty (30) days in advance will require full payment within five (5) business days after the reservation is requested.

Bookings / Details

Quantity

Reservations requested less than five (5) business days will require payment in full at the time of the reservation request.

For events involving ticket sales, charges such as room rent, cleaning, labor, etc., an amount will be deducted from the gross ticket sales and the balance will be paid via check to the sponsoring organization. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

Reservations will be considered tentative and subject to cancellation until charges are paid in full. Payment must come directly from sponsor making the reservation.

INVOICING FOR EVENTS

Invoices are processed within five (5) business days after the event date. Payment is due upon receipt of invoice. Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

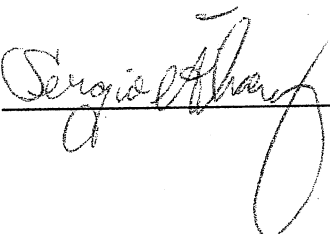
If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees. Final charges may be significantly different than the original estimate depending on the scope of the event. *If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.*

Cal State LA will be a smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

The policies and procedures of the University- Student Union are hereby incorporated and made part of this agreement. It is the responsibility of the event sponsor to inform the guests and performers of these policies and procedures and ensure compliance.

The vendor/sponsor agrees to indemnify and hold harmless the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement.

Your signature below represents acceptance of this agreement. I as a representative of the above the above stated sponsor agree to abide by the policies of the University- Student Union, and all applicable University-Student Union laws and regulations.

Reservation Contact's Signature  Date 1/30/19



Golden
Eagle
Hospitality

for: Event # E35360
on: Thursday, February 28, 2019

Client/Organization Nsslha	Event Date 2/28/2019 (Thu)	Booking Contact [REDACTED]	Event # E35360
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel () - Guests 70 (Act)
Party Name Nsslha	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	6:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to Outside-USU Los Angeles Room #A for 5:45pm			
(70) Disposables	Each	0.35	24.50
(7) Pepperoni Pizza (Slice of 12)	Each	12.00	84.00
(4) Vegetarian Pizza (only 2 types veggies-chef's choice) (Slice of 12)	Each	12.00	48.00
(4) Cheese Pizza (Slice of 12)	Each	10.00	40.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	196.50	0.00	0.00	0.00	0.00	0.00	0.00	196.50
Service Charge	33.41	0.00	0.00	0.00	0.00	0.00	0.00	33.41
Taxes	21.84	0.00	0.00	0.00	0.00	0.00	0.00	21.84
Total	251.75	0.00	0.00	0.00	0.00	0.00	0.00	251.75

Subtotal	196.50	Paid	0.00
Tax	21.84	Balance	251.75
Service Charge	33.41		
Total Value	251.75		

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)



CALIFORNIA STATE UNIVERSITY
LOS ANGELES

COME JOIN US @ THE NSSLHA MEETING!

GUEST SPEAKER: TOBY STEPHAN,
FROM THE HANEN CENTRE

*WHEN: THURSDAY, FEB 28TH
6 P.M. - 8 P.M.*

CHECK-IN STARTS @ 5:30

*WHERE: STUDENT UNION,
LOS ANGELES ROOM A*

TOPICS WILL COVER

- INVOLVING AND EMPOWERING PARENTS/CAREGIVERS
- FRAMEWORK FOR COLLABORATIVE GOAL SETTING WITH PARENTS
- SOCIAL-INTERACTION THEORY IN EARLY LANGUAGE INTERVENTION

FACEBOOK.COM/CSULANSSLHA

EMAIL: CSULACOMD@GMAIL.COM

WWW.CSULANSSLHA.WEEBLY.COM

FREE PIZZA!

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: [Redacted] PHONE: [Redacted] DATE: [Redacted]
EVENT CONTACT NAME: [Redacted] EMAIL: [Redacted]
NAME OF EVENT: [Redacted] LOCATION: [Redacted]
EVENT DATE: [Redacted] 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):

A presentation on information regarding speech, language, and hearing disorders as well as volunteer and networking opportunities within the communication disorders department.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: OTHER: [Redacted]
INCLUDE SITE & HANDLE [FB.com/esulansslha](https://www.facebook.com/esulansslha)

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
olivia / n

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.

[REDACTED]

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
 TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]

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): *[Signature]* DATE: 1/28/2019
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 1/28/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 1-29-19
 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)