

# 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**

Officer Name: \_\_\_\_\_  
 Officer Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone & Email: \_\_\_\_\_  
 Officer Signature: \_\_\_\_\_

**Organization**

Club/Organization: Phi Alpha Theta, Eta Xi Chapter  
 Event Title: Phi Alpha Theta Banquet  
 Date(s) of Event: 3/18/19 Semester Spring  
 Location of Event: Alpine Village Restaurant, Torrance CA  
 Expected Total Attendance: 50  
 Expected Attendance of Cal State LA Students: 35

**Event Description and Total Cost Breakdown**

Briefly describe the event:  
 Our annual banquet welcomes new members, features lectures and presentations from Cal State LA's History faculty (75% or more attend each year), and celebrates the accomplishments of outstanding Eta Xi students with scholarships and awards.

Is the event open to all Cal State LA students? Yes  
 How will this program enhance the Cal State LA experience?:  
 Interested students learn about current scholarship in history from Cal State LA faculty, meet a community of dedicated peer scholars, and learn more about the Eta Xi chapter's activities and projects.

**Hospitality**

Description	Amount
Brunch, Alpine Room (\$29.59) x 50	1479.30

**Honoraria/Contracts**

Description	Amount
Roses for New Members	25
Plastic wrapping and blue ribbons	25
Certificate Holders	50

**Marketing**

Description	Amount

**Other**

Description	Amount

**Event Summary**

**For Office Use Only • Do Not Write Below**

Total Cost of Event: 1579.3  
 Amount Requested from ASI: 1579.30  
 Amount from other sources: 0  
 What other resources are you employing for this event?

- 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:** DN  
LN  
 19 FEB 14 PM 1:26:27

# 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:** Phi Alpha Theta, Eta Xi **PHONE:** [REDACTED] **DATE:** 1/28/19

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

**NAME OF EVENT:** Phi Alpha Theta Annual Banquet **LOCATION:** Alpine Village Restaurant

**EVENT DATE:** 03/17/2019 **BEGIN TIME:** 10:30AM **END TIME:** 1:30PM **ESTIMATED ATTENDANCE:** 50

**TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)**

<input type="checkbox"/> PROCEEDS TO BENEFIT	<input type="checkbox"/> EDUCATIONAL PROGRAM	<input type="checkbox"/> SPIRITUAL PROGRAM	<input type="checkbox"/> RECREATIONAL PROGRAM
<input type="checkbox"/> DANCE/PARTY	<input type="checkbox"/> SOCIAL PROGRAM	<input type="checkbox"/> COMMUNITY SERVICE	<input type="checkbox"/> CONFERENCE/CONVENTION
<input checked="" type="checkbox"/> OTHER: Awards Ceremony + Initiation	<input type="checkbox"/> SPEAKER/PANEL		

**WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)**

<input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION	<input type="checkbox"/> BEACH/FOREST/PARK CLEAN-UP	<input type="checkbox"/> INTERNATIONAL TRAVEL
<input type="checkbox"/> BONFIRE	<input type="checkbox"/> INDOOR/OUTDOOR COOKING	<input type="checkbox"/> DOMESTIC TRAVEL
<input type="checkbox"/> AMPLIFIED SOUND	<input type="checkbox"/> ANIMALS	

**PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):**

Phi Alpha Theta National History Honor Society banquet and awards ceremony. There will be a total of five student award recipients. Guest speakers include Dr. Afshin Matin-Asgari.

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

<input type="checkbox"/> PRINTED POSTCARDS	<input checked="" type="checkbox"/> PRINTED POSTERS/FLIERS	<input checked="" type="checkbox"/> SOCIAL MEDIA: [REDACTED]	<input type="checkbox"/> OTHER: [REDACTED]
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**WHO WILL BE INVITED? (CHECK ALL THAT APPLY):**

<input checked="" type="checkbox"/> STUDENT ORG. MEMBERS	<input checked="" type="checkbox"/> CAL STATE LA COMMUNITY	<input type="checkbox"/> OTHER COLLEGES & UNIV.	<input checked="" type="checkbox"/> GENERAL PUBLIC	<input type="checkbox"/> GUEST LIST
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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: Alpine Village Restaurant

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 [MG] 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.

There is a \$15 admission fee. Admission is free for guest speakers and the award recipients. No money will go to Phi Alpha Theta. All the money will go to covering the costs of the banquet.

PRESIDENT: \_\_\_\_\_ SIGNATURE: *[Signature]* DATE: 1-28-19  
 TREASURER: \_\_\_\_\_ SIGNATURE: *[Signature]* DATE: 1-28-19  
 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. *Magdalena Gutierrez & Erin Placencia*

**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) *[Signature]* DATE: 1-28-19  
 ADVISOR'S NAME \_\_\_\_\_ SIGNATURE *[Signature]* DATE: 1-28-19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: \_\_\_\_\_ DATE: 2/15/19  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY *[Signature]*  
 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)

MAGDALENA GUTIEREZ } TIPS CERTIFIED (VA)  
 ERIN PLACENCIA

# Come One, Come All!

Join PHI ALPHA THETA ( $\Phi\alpha\Theta$ ), the History Honor Society, for brunch at the Alpine Village Restaurant. It is a great opportunity to get to know the History faculty and to learn about PAT.  
All students are welcome!

Date: Sunday, March, 2019

Time: 10:30am - 1:30pm

Address: 833 West Torrance Blvd. Torrance, CA 90502  
(walk-ins welcome)



Please R.S.V.P. by March 13, 2019 6pm by submitting your payment to the History Department, KH4066.  
Guest Speaker: Dr. Afshin Matin-Asgari

(Payments will still be accepted on the day of the event)

Please detach the bottom portion and submit it to the History Department.  
Cash or Checks accepted. Please make checks payable to Phi Alpha Theta.

Name: \_\_\_\_\_

CIN#: \_\_\_\_\_

Please indicate the number of guests per category:

\_\_\_\_\_ Students (\$15 Each)

\_\_\_\_\_ Faculty or Guests (\$25 Each)

Total number of attendees, including yourself \_\_\_\_\_ The buffet will include vegetarian options.



### Summary Of Charges

Name of Host	<u>Birte Pflieger</u>	Event Day
Address	<u>Phi Alpha Theta (50)</u>	Event Date
City/State/Zip	<u>Cal State Los Angeles</u>	Event Time
Type of Event	<u>Annual banquet open to all Brunch Alpine Room</u>	Phone #

<u>Entrée</u>	<u>Price each</u>	<u># Ordered</u>	<u>Description</u>
Entrée	22.95	50	Brunch
Entrée			
Entrée			
Entrée			
Entrée			

Subtotal

Gratuity Charge - 18.00%  
Sales Tax - 9.25%

<b>Additional Charges:</b>	<u>Price each</u>	<u># Required</u>	<u>Description</u>
Linen			
Security			

Total of Additional Charges

Total Event Charges

Deposit

**Balance due**

Thank you for sharing your special occasion with us!

Sunday  
3/17/19  
10:30am  
323 343 2044

Total  
\$1,147.50  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00

\$0.00

\$1,147.50

\$206.55  
\$125.25

\$0.00  
\$0.00  
\$0.00  
\$0.00

\$1,479.30

\$1,479.30

Thank you for sharing your special occasion with us!

February 12, 2019

Phi Alpha Theta Annual Banquet Costs:

Roses for new members: \$25 (Costco)

Plastic wrapping & blue ribbons: \$25 (Amazon)

Certificate Holders: \$50 (Amazon)



██████████ Professor and Faculty Advisor  
██████████



[Click to Zoom](#)

## Timeless Romance Floral Arrangement

★★★★★ 4.4 (401)

Item 1173447

Your Price

**\$49.99**

Shipping & Handling Included\*

Features:

- 36 Stem 50cm Roses
- Available in Red, White, Yellow, or Hot Pink
- Pick Your Arrival Date At Checkout
- Gift Messaging Available At Checkout
- Vase Included (5.25 in W x 8 in H)

Color

Red - \$49.99

Qty

[Add to Cart](#)

[Compare Product](#)

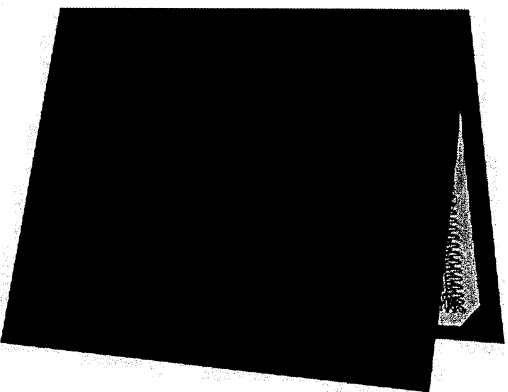
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### Certificate Holders (9 1/2 x 12) - Dark Blue Linen (25 Qty.) | Perfect for Award Recognition, Certificates, Documents and More! | CHEL-185-DDBLU100-25

by Envelopes.com 43 customer reviews | 4 answered questions

**Amazon's Choice** for "certificate holders dark blue linen"

Price: **\$34.60** & **FREE Shipping**. [Details](#)

Size: **25 Qty.**



- Size: Certificate Holders / 9 1/2 in. x 12 in. / 9.5" x 12" / 241mm x 305mm
- Color: Dark Blue Linen
- Quantity: Pack of 25
- Perfect for Award Recognition, Certificates, Documents and More!
- Printable on offset and digital printing presses and some home printers.

Share

**\$34.60**  
 & **FREE Shipping**. [Details](#)  
 Want it tomorrow, Feb. 16? Order within and choose **One-Day Shipping** at checkout. [Details](#)

**In Stock.**  
 Sold by LUXPaper and Fulfilled by Amazon. Gift-wrap available.

Qty:

Deliver to Temple City 91780

prime Fabric on Amazon - for all your DIY needs

Arts, Crafts & Sewing › Sewing › Trim & Embellishments › Ribbons

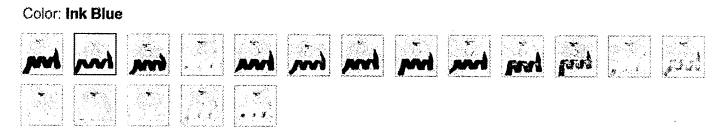


Roll over image to zoom in

### Humphrey's Craft 1-inch Double Face Solid Satin Ribbon 100% Polyester Ribbon Roll-50 Yard (Ink Blue)

by Humphrey's Craft  
 Be the first to review this item

Price: \$13.99 ✓prime  
 FREE Shipping on orders over \$25—or get FREE Two-Day Shipping with Amazon Prime



- 1 inch, 50 Yard per Roll, 100% Polyester, Double face, and Humphrey's Craft ribbon is available in many colors.
- Perfect for wedding, home decoration, crafting, hair bows, dress, fabric ribbon flower, high-quality gift wrapping etc.
- Humphrey's Craft ribbon is constructed of density weave, very well made without fraying ends or loosing strings anywhere.
- Plastic cover on each roll of ribbon in order to avoid dirty.
- Machine washable and, no ironing required.

New (1) from \$13.99 & FREE shipping on orders over \$25.00 shipped by Amazon. Details

Share [Email] [Facebook] [Twitter] [Pinterest]

\$13.99  
 ✓prime  
 FREE Shipping on orders over \$25—or get FREE Two-Day Shipping with Amazon Prime  
 Want it Sunday, Feb. 17? Order within 7 hrs 20 mins and choose Two-Day Shipping at checkout.  
 Details

In Stock.  
 Sold by Humphrey's Craft and Fulfilled by Amazon. Gift-wrap available.

Qty: 1

Yes, I want FREE Two-Day Shipping with Amazon Prime

Add to Cart

Fw: Off-Campus Event for Phi Alpha Theta, Eta Xi Chapter

ASI Vice Chair for Finance

Sat 2/16, 8:56 AM

ASI Vice President for Finance; Administrative Assistant to the Office Manager1; Florez, Dena

Reply all |

Inbox

Sincerely,



Lily Nguyen  
Vice Chair for Finance  
Associated Students, Inc.  
California State University, Los Angeles  
5154 State University Drive

U-SU Room 203

Los Angeles, CA 90032  
M-F 8am-6pm  
[asicalstatela.org](http://asicalstatela.org)

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**From:** Tapia, Amanda  
**Sent:** Friday, February 15, 2019 5:00 PM  
**To:** [REDACTED]  
**Cc:** ASI Vice Chair for Finance  
**Subject:** RE: Off-Campus Event for Phi Alpha Theta, Eta Xi Chapter

Hello [REDACTED]  
Thank you for the email. Since our operations our closed for events on Sunday or we require a \$10,000 event minimum please use this email as my approval to host your event off-campus on Sunday, March 17<sup>th</sup>, 2019.

Please keep us in my mind for future events and note that we are always willing to work within your budget.



Cal State L.A. University Auxiliary Services, Inc.  
Conference and Event Services

Amanda Constantine (Tapia)  
Event Sales & Catering Coordinator  
Golden Eagle Hospitality  
Cal State L.A. University Auxiliary Services Inc.  
Phone: (323) 343-6770  
Fax: (323) 343-6771  
Email: [ATapia9@calstatela.edu](mailto:ATapia9@calstatela.edu)



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**From:** [REDACTED]  
**Sent:** Friday, February 15, 2019 3:56 PM  
**To:** Tapia, Amanda <[ATapia9@cslanet.calstatela.edu](mailto:ATapia9@cslanet.calstatela.edu)>  
**Cc:** ASI Vice Chair for Finance <[asivcf@calstatela.edu](mailto:asivcf@calstatela.edu)>  
**Subject:** Re: Off-Campus Event for Phi Alpha Theta, Eta Xi Chapter

Amanda, my apologies. I didn't disclose the date of the event. It is scheduled for Sunday, March 17th from 10:30 AM to 1:30 PM. Thank you again.

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**From:** [REDACTED]  
**Sent:** Friday, February 15, 2019 3:51:34 PM  
**To:** Tapia, Amanda  
**Cc:** ASI Vice Chair for Finance  
**Subject:** Off-Campus Event for Phi Alpha Theta, Eta Xi Chapter

📧 Reply all | ▾ 🗑 Delete Junk | ▾ ...

My name is Ian Spik and I'm the Treasurer for the Eta Xi chapter of the Phi Alpha Theta History Honor Society at Cal State LA.

ASI Vice Chair for Finance Lily Nguyen CCed you in a message earlier this afternoon mentioning our organization needs a letter from you explaining why we are holding our annual banquet at Alpine Village in Torrance and I wanted to share the details with you.

This will be the sixth year that we hold our annual banquet at Alpine Village, where we celebrate the accomplishments of our members, welcome new inductees, and offer a lecture from guest speakers as a service to all Cal State LA students.

The Alpine Village is a long-standing German cultural institution in Southern California. Through its Bavarian-themed setting and dining options, the Alpine Village provides a unique cultural experience for Cal State LA students. Unlike the History Department End of Year Banquet, which the Eta Xi chapter sponsors and hosts in the Golden Eagle Ballroom, the Alpine Village offers an opportunity to try authentic German cuisine unavailable through Golden Eagle Hospitality.

In addition, booking a Sunday brunch on campus is a challenging and we are able to secure prices per person that are more affordable than options provided by Golden Eagle Hospitality.

Thank you for taking the time to read my message, especially late on a Friday. Please let me know if you'll be able to send a letter to Lily and the rest of the Finance Committee on our behalf.

Warmest regards,

[Redacted]

Phi Alpha Theta, Eta Xi Chapter