

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: Sigma Lambda Beta

Event Title: Time Management Workshop

Date(s) of Event: 2/26/19 Semester Select One

Location of Event: USU Alhambra Room

Expected Total Attendance: 45

Expected Attendance of Cal State LA Students: 45

Event Description and Total Cost Breakdown

Briefly describe the event:

Our organization in collaboration with Mind Matters will be hosting a workshop on time management. We believe this workshop can help students on how to manage their time effectively.

Is the event open to all Cal State LA students?: Select One...

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

This event will help students on how to better manage their time in their daily lifestyle.

Hospitality

Description	Amount
Food & Beverage (Tautitos, Subs, W	\$217.16

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$217.16

Amount Requested from ASI: \$217.16

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: SK
LN

15 FEB 15 am 11:42:35

Time Management Workshop

February 26, 2019

3PM

Alhambra Room

Brought to you by: Mind Matters
Changemakers and Sigma Lambda Beta

Food will be available



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: Sigma Lambda Beta PHONE: [REDACTED] DATE: 2-11-19
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: Time Management Workshop LOCATION: USU - Sigma Lambda Beta Room
EVENT DATE: 2-26-19 BEGIN TIME: 2:00pm END TIME: 3:00pm ESTIMATED ATTENDANCE: 45

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)
 PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE RECREATIONAL PROGRAM
 OTHER: [REDACTED] SPEAKER/PANEL CONFERENCE/CONVENTION

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)
 SPORTS ACTIVITY OR COMPETITION BEACH/FORREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BONFIRE INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 AMPLIFIED SOUND ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):
Our Fraternity in collaboration with mind matters will be hosting a time management workshop for all students. This event will help students to manage their time and schedules effectively and efficiently to succeed.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)
 PRINTED POSTCARDS PRINTED 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 ORGANIZATION?
(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)
WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.) NO YES

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]

If so, please affirm organization members and guests will not consume alcohol. [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.
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
2/14/19
CS

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: _____
 ADVISOR'S NAME: _____

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

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



Golden
Eagle
Hospitality

for: Event # E35565
on: Tuesday, February 26, 2019

Client/Organization Sigma Lambda Beta		Event Date 2/26/2019 (Tue)	Booking Contact [REDACTED]	Event # E35565
Address 5151 State Univeristy Drive			City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Time Management Workshop	Sales Rep Amanda Tapia	Theme		Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		1:30 pm	1:45 pm	Student Union	Delivery

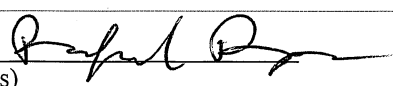
Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to USU-Alhambra Room for 1:45pm			
(45) Disposables	Each	0.50	22.50
(1) Beef Taquitos With Avocado Sauce- Cut in half	Dozen(s)	15.00	15.00
(1) Chicken Taquitos With Avocado Sauce- Cut in half	Dozen(s)	15.00	15.00
(1) Medium (Ten 12" Sub)- Cut into 4's	Platter(s)	50.00	50.00
(3) -Italian Meats	Each		
(3) -Chicken Salad	Each		
(3) -Roasted Turkey	Each		
(1) -Caprese (Tomato/Basil/Mozzarella)	Each		
(2) Chocolate Fudge Brownies- Cut in Half	Dozen(s)	20.00	40.00
(1.5) Pink Lemonade	Gallon(s)	18.00	27.00
Water Service			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
Event Time- 2:00pm-3:00pm			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	142.50	27.00	0.00	0.00	0.00	0.00	0.00	169.50
Service Charge	24.23	4.59	0.00	0.00	0.00	0.00	0.00	28.82
Taxes	15.84	3.00	0.00	0.00	0.00	0.00	0.00	18.84
Total	182.57	34.59	0.00	0.00	0.00	0.00	0.00	217.16

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