

Associated Students, Inc.

Funding Request Form

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: Jimmy Peckham

Organization

Club/Organization: Academic Honors Association

Event Title: AHA Spring Picnic

Date(s) of Event: 5/3/19 Semester Spring

Location of Event: Ernest E. Debs Park

Expected Total Attendance: 30

Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

AHA will host a spring picnic where there will be food, beverages, and physical entertainment in the form of an obstacle course jumper where students can have fun and unwind in the park amongst their peers. Allowing for students to tackle their final studies with rejuvenated minds and spirits.

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

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

This event will allow students to laugh, unwind, and make new memories which will promote mental health. Students will also get to know each other more and make new connections outside of the classroom.

Hospitality

Description	Amount
Food (Pizza, Chicken Rolls, Chips, and Cookies)	\$122.36
Beverages (Pepsi)	\$12.91

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Sport Equipment (Jumper)	\$328.50

Event Summary

Total Cost of Event: \$463.77

Amount Requested from ASI: \$463.77

Amount from other sources: \$0

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

19 MAR 9 PM 1:05:04

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: Academic Honors Association PHONE: [REDACTED] DATE: 1/30/19
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: AHA Spring Picnic 2019 LOCATION: Ernest E. Debs Regional Park
EVENT DATE: 05/03/19 BEGIN TIME: 2:00pm END TIME: 7:00pm ESTIMATED ATTENDANCE: 30

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):

Students will gather together to eat food and talk amongst themselves. Students will also have the option of enjoying a jumper so that they can enjoy with fellow students. Will be serving: chicken rolls, Costco pizza, cookies, chips, Pepsi products for drinks

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

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: Instagram @aha-calstatela ☐ 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 ORGANIZATION?

(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: Costco Wholesale

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

If so, please affirm organization members and guests will not consume alcohol.

Initials [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 by the University of 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

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.

No transactions will occur at this event

PRESIDENT: [REDACTED] SIGNATURE: *Brandon Rivera* DATE: *1/29/19*
TREASURER: [REDACTED] SIGNATURE: *Jimmy Pineda* DATE: *1/29/19*
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) *Anna Hernandez* DATE: *1/31/19*
ADVISOR'S NAME [REDACTED] *JV* DATE: *1/31/19*

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *Cew Br* DATE: *3/8/19*
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:

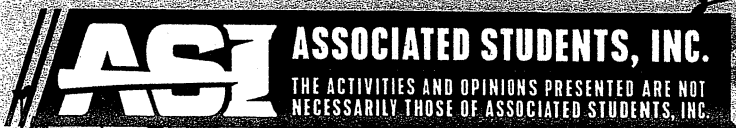
<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU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

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



AHA
SPRING PICNIC
2019

May 3rd from 2-7pm at E. Ernest Debs Park



ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.



Invoice #: 901

Event Date:

5/3/19

Company Purchasing From:

Costco Wholesale

2207 W Commonwealth Ave,

Alhambra, CA 91803

(626) 289-7164

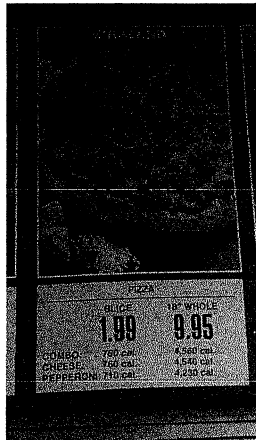
*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
Pizza	4	9.95	39.80	3.78	43.58
Chicken Rolls	1	32.99	32.99	3.13	36.12
Chips	2	11.49	22.98	2.18	25.16
Cookies	2	7.99	15.98	1.52	17.50
Food					122.36
Pepsi	1	11.79	11.79	1.12	12.91
Beverage					12.91
Estimated Amount					135.27

Total Estimated Amount with Magic Jump Rental products

(Invoice # 902): \$463.77

Pizza:



Pepsi:



Chicken Rolls:



Chips:



Cookies:





Invoice #: 902

Event Date:

5/3/19

Company Purchasing From:

Magic Jump Rentals
9165 Glenoaks Blvd.
Sun Valley, CA 91352

*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
Obstacle Course Jumper Rental	1	300	300	28.50	328.50
Sport					328.50
Estimated Amount					328.50

Total Estimated Amount with Costco Products (Invoice # 901):

\$463.77

Jumper:



Since 1996, We Deliver Fun!
(800) 873-8989

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Los Angeles County Branch

Event Location: Los Angeles, CA 90032

RENT NOW



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60' Castle Obstacle Course

Rentals > Obstacle Courses > 60' Castle Obstacle Course



Instant Price & Availability

Event Location:
Los Angeles, CA 90032

Rental Date:
Friday May 03, 2019 at 2:00pm

When would you like us to pick up?
Friday May 03, 2019 at 6:30pm

Note: if you edit the above rental dates, items in your shopping cart will be removed.

Product Info

Size: 11'W x 60'L x 20'H
Space Required: 15'W x 64'L x 22'H

The 60' long Castle Obstacle Course is a 2 person race through obstacles with push through, crawl through, pop ups, climber and a slide. This is great for all types of events and good for ages 10 to adults. Rent this giant obstacle course for your next event and having a racing good time, great for large crowds.

Pricing & Availability

\$300.00 ☒ This is available

The delivery fee for this location is \$0.00. Note, some product delivery fees may still apply in addition to this fee.

**Magic Jump Rentals, Inc.**

9130 Glenoaks Boulevard, Suite C
Sun Valley, CA 91352

Phone: (800) 873-8989
Fax: (818) 848-0353
Email: info@magicjumprentals.com

Order #245460

Prepared On: Mar 15, 2019

Customer Information

Customer ID: 58535

Event Location

Ernest Debs Park / Academic
Honors Association Picnic
4235 Monterey Rd Roof 2
Los Angeles, CA 90032

Rental Date & Time

Friday May 3, 2019 2:00pm to
Friday May 3, 2019 6:30pm

Order Items

Description	Quantity	Unit Price	Total
60' Castle Obstacle Course	1	300.00	300.00

Order Transactions

N/A

Promotional Codes

SCH0910 - School Discounts

Special Instructions

QUOTE

Sub-Total: \$300.00

Delivery Charge: \$0.00

Additional Fees: \$0.00

1) Coupon Discount: (-\$30.00)

Tax (9.5%): \$0.00

Order Total: \$270.00

Payments Received: \$0.00

Balance Due: \$270.00