

# 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: Child Development Association

Event Title: End of Year Celebration

Date(s) of Event: 05/09/2019 Semester Spring

Location of Event: Golden Eagle Ballroom

Expected Total Attendance: \_\_\_\_\_ 250

Expected Attendance of Cal State LA Students: \_\_\_\_\_ 200

### Event Description and Total Cost Breakdown

Briefly describe the event:

CDA end of year event, distribution of medals and recognition certificate, open to CDA members and family members, Cal State LA students and Faculty

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

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

Annual event that recognises the merit of members and their commitment to child development and to the Cal State LA spirit

**Hospitality**

Description	Amount
BEO (attached) Food	\$2,044.72
Beverages	\$140.93
Equipment	\$386.10

**Honoraria/Contracts**

Description	Amount
N/A	

**Marketing**

Description	Amount
Instagram messages	\$0.00
Emails and emailed flyers	\$0.00

**Other**

Description	Amount
Medals Qty 200 @ \$8.54+tax + S/H	\$1,945.98
Plaques Qty 10 @ \$14.45 + tax + S/H	\$164.63

### Event Summary

Total Cost of Event:	\$4,682.36
Amount Requested from ASI:	\$3,000.00
Amount from other sources:	\$1,682.36

What other resources are you employing for this event?

Fundraising throughout the year

### 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: SLC

15 APR 14 11:55:02

# 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: Child Development Association - CDA

PHONE: [REDACTED]

DATE: 02/28/2019

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: End of Year Celebration

LOCATION: Golden Eagle Ballroom 1-2

EVENT DATE: 05/09/2019

BEGIN TIME: 5:00 pm

END TIME: 8:00 pm

ESTIMATED ATTENDANCE: 250

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

- BENEFITS TO PROCEED     EDUCATIONAL PROGRAM     SPIRITUAL PROGRAM     RECREATIONAL PROGRAM  
 DANCE/PARTY     SOCIAL PROGRAM     COMMUNITY SERVICE     CONFERENCE/CONVENTION  
 OTHER:     SPEAKER/PANEL

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

- SPORTS ACTIVITY OR COMPETITION     FOREST/PARK CLEAN-UP     INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 BEACH BONFIRE     AMPLIFIED SOUND     ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Members' meeting and end of year celebration with members' parents/friends  
Food / beverages / medals and certificates distribution

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

- SOCIAL MEDIA     PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     OTHER:

WHO IS 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, PARTICIPATION 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

WILL FOOD BE SERVED AT THE EVENT?  NO  YES

IF YES, WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING  OTHER:

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

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

PLEASE LIST 2 TIPS 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

Note that student organization events are not covered for liability by California State University, Los Angeles or 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  
MAR 01 2019

# 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 JCSUAM Policy 3147.01 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 #: [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 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.

**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

[Signature]

3/1/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

[Signature]

3/1/19

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-TRAINED MEMBERS, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

Student advisor is out but will update ASAP :).  
by 3/8/19

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RECEIVED  
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2 of 2

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**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:

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SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

ADVISOR'S NAME

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

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OTHER: \_\_\_\_\_ DATE: \_\_\_\_\_

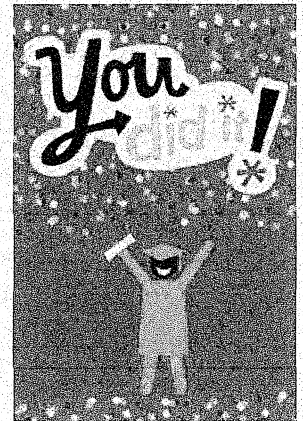
U-SU BUSINESS OFFICE DATE: \_\_\_\_\_

NOTES OR UPDATES: (TIPS-TRAINED MEMBERS, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

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by 3/8/19

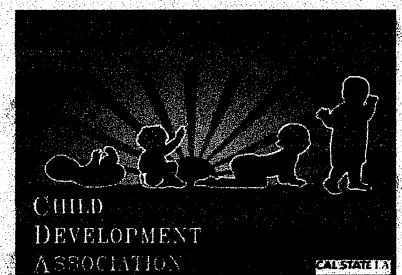
# *Child Development Association End of the Year Celebration*

Join us on Thursday May 9, 2019  
Golden Eagle Ballroom 1-2 @6pm



Please RSVP by Friday April 19, 2019  
[cda.csula@gmail.com](mailto:cda.csula@gmail.com)

Join us for the fun as we celebrate another successful CDA year!!!!  
All students are welcome – First come basis



The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA.



Golden  
Eagle  
Hospitality

for: Event # E35619  
on: Thursday, May 09, 2019

Client/Organization Child Development Association	Event Date 5/9/2019 (Thu)	Booking Contact [REDACTED]	Event # E35619
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Child Development EOY	Sales Rep Amanda Tapia	Theme	Category
			Guests 250 (Act)

### Venue

Description	Type	Start 5:00 pm	End 8:00 pm	Banquet Room Ballrm 1-2	Setup Style Banquet 10
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### Food & Beverage

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
**Food Split**				(1) Check-In Table - Outside	Each		
**First Setup at 5:20PM**				BT			
**Replenish at 5:40PM**				(1) LCD Projector Package	Each	50.00	50.00
(250) Disposables	Each	0.50	125.00	(Client to provide Laptop) -			
(7) Cheese Pizza (Slice of 12)	Each	12.00	84.00	South Wall			
(9) Pepperoni Pizza (Slice of 12)	Each	14.00	126.00	(2) Risers 6ft x 8ft	Each	125.00	250.00
(5) Vegetarian Pizza (Slice of 12)	Each	14.00	70.00	(1) Podium and Microphone	Each	25.00	25.00
(2) Tomato Basil Pizza (Slice of 12)	Each	12.00	24.00	(1) 7ft Table with Linen and Skirting - SE corner	Each	5.00	5.00
(17) Chicken Taquitos With Avocado Sauce	Dozen(s)	16.00	272.00				
(2) Large - Grilled Sliced Herb Chicken with Lemon Aioli (75-100pp)	Platter(s)	105.00	210.00				
(2) Large - Homemade Potato Chips With Onion Dip (75-100pp)	Bowl(s)	115.00	230.00				
(1) Large - Mixed Baby Greens (75-100pp) w/ Lemon Vinaigrette	Bowl(s)	105.00	105.00				
(2) Large - Chopped Fresh Fruit (up to 85 guests)	Bowl(s)	110.00	220.00				
(1) Full Sheet Marble Cake (96 Slices) with Celebration Decoration With Writing: "Congratulations!"	Each	130.00	130.00				
(5) Pink Lemonade	Gallon(s)	22.00	110.00				

Water Service

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

E35619 - Child Development Association

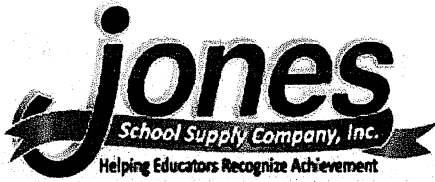
	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,596.00	110.00	0.00	330.00	0.00	0.00	0.00	2,036.00
Service Charge	271.32	18.70	0.00	56.10	0.00	0.00	0.00	346.12
Taxes	177.40	12.23	0.00	0.00	0.00	0.00	0.00	189.63
Total	2,044.72	140.93	0.00	386.10	0.00	0.00	0.00	2,571.75

Subtotal	2,036.00	Paid	0.00
Tax	189.63	Balance	2,571.75
Service Charge	346.12		
Total Value	2,571.75		

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)






PO Box 100197  
 Columbia, SC 29202  
**PHONE: 1-800-845-1807**  
**FAX: 1-800-942-5421**


**Date: 02-24-2019**

Quote 2019-86542-01


CHILD DEVELOPMENT ASSOCIATION  
 LOS ANGELES CA  
 (213) 278-8460

**Saved Shopping Cart - EOY 2019 Celebration**

Item / Item No.	Price (ea.)	Qty.	Total
 Item No. WNR30 Custom Woven Neck Ribbon	\$4.95	200	\$990.00

Logo: [UPLOAD]   
 Logo Placement: left  
 Neck Ribbon Color(s): royal blue  
 Wording Color: athletic gold  
 Line 1: CAL STATE LA  
 Line 2: CDA  
 Special Instructions: RIGHT  
 Colors needed:

Item No. DIELAN DIE CHARGE FOR CUSTOM LANYARDS	\$40.00	1	\$40.00
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 Item No. 7397GO Shield Personalized Medal Gold with Black Plate	\$3.39	200	\$678.00
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Engraving: Yes  
 All Items, Line 1: CHILD  
 All Items, Line 2: DEVELOPMENT  
 All Items, Line 3: ASSOCIATION




PO Box 100197  
 Columbia, SC 29202  
 PHONE: 1-800-845-1807  
 FAX: 1-800-942-5421

Quote 2019-86542-02

Item / Item No.	Price (ea.)	Qty.	Total
 Item No. PQ68 6X8 Walnut Finish Activity Plaque	\$12.95	10	\$129.50

Medallion: M1367 - A Special Thanks Mylar  
 Special Instructions:  
 Engraving: Yes  
 All Items, Line 1: CDA CAL STATE LA  
 All Items, Line 2: FOR OUTSTANDING  
 All Items, Line 3: PARTICIPATION 2019

 Item No. M1367 A Special Thanks Mylar	\$2.00	10	\$20.00
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Item No. DISCOUNT	(\$0.50)	10	(\$5.00)
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Shipping & Handling	GROUND (6 DAYS)	1	\$75.00
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Your order can arrive in approximately **23** business days

Sub-Total:	\$1,927.50
CA Tax (9.50%)	\$183.11
<b>Total:</b>	<b>\$2,110.61</b>

CAL STATE LA

A D C

**ASU** ASSOCIATED STUDENTS, INC.  
THE ACTIVITIES AND SPONSORS PRINTED ON THE BAG  
ARE THE PROPERTY OF ASSOCIATED STUDENTS, INC.

MEDALS





**CHILD  
DEVELOPMENT  
ASSOCIATION**

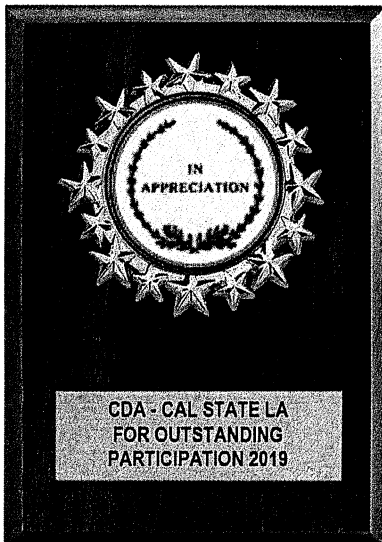


CHILD DEVELOPMENT ASSOCIATION - CDA

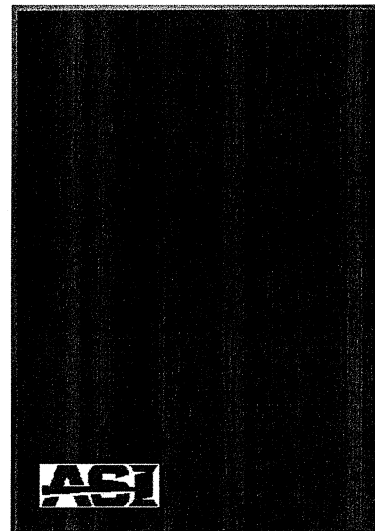
ASI FUNDING REQUEST

END OF YEAR CELEBRATION – May 09, 2019

PLAQUE (FRONT)



PLAQUE (REAR)



MEDAL & RIBBON