

# 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: [REDACTED]  
 Officer Title: [REDACTED]  
 Address: [REDACTED]  
 City/State/Zip: [REDACTED]  
 Phone & Email: [REDACTED]  
 Officer Signature: 

#### Organization

Club/Organization: Mujeres Activas en Letras y Cambio Social  
 Event Title: MALCS and CLS Alumni  
 Date(s) of Event: 5/3/19 Semester Select One...  
 Location of Event: KH B3006  
 Expected Total Attendance: 20  
 Expected Attendance of Cal State LA Students: 20

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Mujeres Activas en Letras y Cambio Social (MALCS) will host an end of the year gathering. We will have a platica that will be open to all. We will also invite other MALCS chapters, alumni and MALCS members to end a successful academic year.

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

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

This program will enhance the CSULA experience by allowing students to partake in a networking experience after a hard/ stressful semester, with good company and food.

#### Hospitality

Description	Amount
Large Sandwich Platter	\$85.00
assorted baked cookies	\$36.00
water service station	\$25.00
17% service charge & tax(9.5%)	

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount

#### Other

Description	Amount
air filled gold balloons	\$17.91
large helium tank	\$52.99
table cloth	\$15.92
tax(9.5%)	\$95.07

#### Event Summary

Total Cost of Event: ~~\$0.00~~ 240.09<sup>SK</sup>  
 Amount Requested from ASI: 240.09<sup>SK</sup>  
 Amount from other sources: \$0.00  
 What other resources are you employing for this event?

N/A

#### 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

15 APR 15 PM 10:48:47

# 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: **Mujeres Activas en Letras y Cambio Social** PHONE: [REDACTED] DATE: **03/14/19**  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: **MALCS and CLS Alumni: Building Coalitions Between Muxeres** LOCATION: **KH B3006**  
EVENT DATE: **05/3/19** BEGIN TIME: **2pm** END TIME: **630pm** ESTIMATED ATTENDANCE: **20**

## 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):

Mujeres Activas en Letras y Cambio Social will host an end of year gathering. We intend to invite other MALCS chapter members, Cal State LA alumni and students. The event will be held in Latin American Studies library located at KH B3006, and will be open to all who would like to attend.

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

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: **Instagram@malcsdecalstatela** ☐ 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 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]

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

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 [REDACTED]

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.

PRESIDENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TREASURER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: 03-14-19  
U-SU STUDENT ORGANIZATION ACCOUNT #: \_\_\_\_\_ 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

03-14-19

3/14/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

03-15-19

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: \_\_\_\_\_

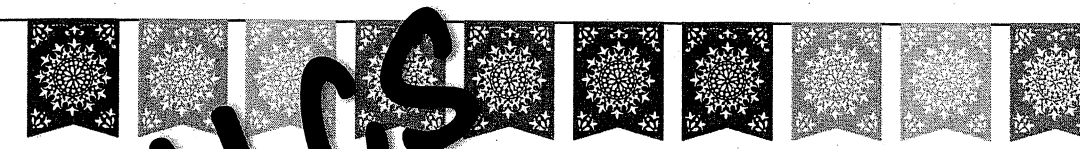
DATE: \_\_\_\_\_

☐ U-SU BUSINESS OFFICE

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

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

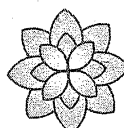

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# MALCS

## MALCS and CLS Alumni

Building Coalitions Between Muxeres



COME  
JOIN!



FRIDAY-MAY 3RD 2019

3PM-6PM

LAS Library KH B3006

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 @MALCSDECALSTATELA  
CSULA.MALCS@GMAIL.COM

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



Golden  
Eagle  
Hospitality

for: Event # E35695  
on: Friday, May 03, 2019

Client/Organization Mujeres Activas en Letras y Cambio Social	Event Date 5/3/2019 (Fri)	Booking Contact [REDACTED]	Event # E35695
Address 5151 State University Drive	City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (626) 231-1872	Guests 30 (Act)
Party Name End of Year Fiesta	Sales Rep Amanda Tapia	Theme	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		2:45 pm	3:00 pm	Library	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to LIB N- B131 - Community Room for 3:00pm			
(1) Special	Each	113.20	113.20
(30) Disposables	Each		
(1) Large (Fifteen 12" Sub) - Cut into 3's	Platter(s)		
-(4) Chicken Salad			
-(3) Turkey Club			
-(4) Ham and Swiss			
-(3) Grilled Chicken Pesto			
-(1) Roasted Veggie			
(2) Assorted Baked Cookies	Dozen(s)		
(1) Water Station	Each		

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	113.20	0.00	0.00	0.00	0.00	0.00	0.00	113.20
Service Charge	19.24	0.00	0.00	0.00	0.00	0.00	0.00	19.24
Taxes	12.58	0.00	0.00	0.00	0.00	0.00	0.00	12.58
Total	145.02	0.00	0.00	0.00	0.00	0.00	0.00	145.02

Subtotal	113.20	Paid	0.00
Tax	12.58	Balance	145.02
Service Charge	19.24		
Total Value	145.02		

**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%**

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

**Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.**

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

# Party Supplies



★★★★★

### 13in Air-Filled Gold Number Balloon (0)

**\$1.99**

Choose

0	1	2	3	4
5	6	7	8	9

1 **ADD TO CART** [✓ In-Store Pickup](#)

Party Supplies > Balloons > Foil & Latex Balloons > Letter Balloons



### 13in Air-Filled Gold Letter Balloon (A)

**\$1.99**

Size

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z						

1 **ADD TO CART** [✓ In-Store Pickup](#)

FEEDBACK

Party Supplies > Balloons > Balloon Accessories



★★★★★ 150 Reviews [Write a Review](#)

### Balloon Time Large Helium Tank 14.9cu ft

**\$52.99**

1 **ADD TO CART** [✓ In-Store Pickup](#)

**Product Details**

Fill up balloons easily and get the party started with this Balloon Time Large Helium Tank! This disposable Balloon Time Large Helium Tank lets you inflate balloons for birthday parties, sporting events, baby showers, school fairs, and other celebrations. This lightweight helium tank features an easy-to-use nozzle to fill balloons.



● ● ● ● ● +

### Red Plastic Table Cover

54in x 108in Plastic Table Cover

**\$1.99**