

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: [Signature]

Organization

Club/Organization: Pre-Law Society
 Event Title: 8th Annual Law Fair
 Date(s) of Event: 04/9/2019 Semester Spring
 Location of Event: USU Theater, Pasadena Room, External Space
 Expected Total Attendance: [Signature] 100+
 Expected Attendance of Cal State LA Students: 100+

Event Description and Total Cost Breakdown

Briefly describe the event:

The Law Fair consists of law school admissions officers tabling to provide information for prospective law school students from Cal State LA. On top this, we will be hosting a lawyers panel for students to learn about the career as well as having TestMasters give a sample of an LSAT prep course.

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

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

This program will enhance the Cal State LA experience because it will provide students who are interested in the law field but are unsure of where to start looking for information with a foundation.

Hospitality

Description	Amount
Water	\$7.99

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
100 8.5x11 Flyers	\$112.96

Other

Description	Amount
Napkins	\$7.99
Balloons/Streamers/String/Lights	\$96.87
Thank You Cards	\$7.99
Tables and Chairs	\$236.28

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$470.08
 Amount Requested from ASI: \$470.08
 Amount from other sources: \$0.00

What other resources are you employing for this event?

N/A

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: [Signature] 3/1/19 @ 8:28AM

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: [REDACTED] PHONE: [REDACTED] DATE: [REDACTED]
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: [REDACTED] LOCATION: [REDACTED]
EVENT DATE: [REDACTED] BEGIN TIME: 8 [REDACTED] END TIME: [REDACTED] ESTIMATED ATTENDANCE: [REDACTED]

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):

[REDACTED]

UPDATE

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

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: [REDACTED] ☐ 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: [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] 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.

RECEIVED
JAN 2 2019
AM

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 _____

1/22/19

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: _____

☐ 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)

Update location to theater - *Cub* 2/11/19

THE CAL STATE LA PRE-LAW SOCIETY BRINGS YOU THE

• 8TH •
A N N U A L
LAW FAIR
P R O G R A M

All workshops will be held at the University-Student Union (USU) Theatre

09:00 - 09:45 A.M.

Introduction

09:45 - 10:45 A.M.

Financing Law School

10:50 - 11:50 A.M.

Lawyers Panel

11:50 - 12:20 A.M.

Break

12:30 - 01:45 P.M.

Law School Recruiters
@ the Main Walkway

01:50 - 03:00 P.M.

TestMasters LSAT
Workshop

T U E S D A Y

www.calstatela.edu/orgs/prelaw_society

PERSEVERANCE • LOYALTY • SERVICE

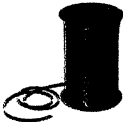
APRIL 9
9 A.M. - 3 P.M.



AST ASSOCIATED STUDENTS, INC.

Target: Expect More. Pay Less.

https://www.partycity.com/cart




Black Curling Ribbon
350yds Ribbon
SKU: 70183
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$2.99/ea 1 \$2.99

[Save For Later](#)




Black Fringe Streamer
30ft x 4 1/2in Crepe Paper Decoration
SKU: 78845
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$3.99/ea 1 \$3.99

[Save For Later](#)




Gold Streamer
81ft Crepe Paper Decoration
SKU: 692020
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$1.99/ea 1 \$1.99

[Save For Later](#)



Crescent Moon & Star Eid LED String Lights
70in Plastic & Metal String Lights
SKU: 781239
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$7.99/ea 3 \$23.97

[Save For Later](#)

Have a Promo Code?
Only one promo code may be used per order.

Enter Code

[Apply](#)

Order Summary:

Order Subtotal: \$88.87

Estimated Tax: \$0.00

Estimated Shipping: \$7.99

Total: \$96.86

[CHECKOUT](#)


or checkout with

[PayPal](#)

FEEDBACK

Target: Expect More. Pay Less.

https://www.partycity.com/cart




34in Gold Letter Balloon (S)
SKU: 686261
Letter Swatching: Letter S
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$11.99/ea 1 \$11.99

[Save For Later](#)




34in Gold Letter Balloon (L)
SKU: 686247
Letter Swatching: Letter L
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$11.99/ea 1 \$11.99

[Save For Later](#)




34in Gold Letter Balloon (P)
SKU: 686255
Letter Swatching: Letter P
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$11.99/ea 1 \$11.99

[Save For Later](#)



Black, Gold & Silver Confetti Balloons 6ct
12in Latex Balloons
SKU: 811633
[Remove](#)

☒ Ship to Address
Estimated Arrival
Mar 07, 2019
Based on 90032
[Update Shipping Details](#)

☐ Pick Up In Store

\$4.99/ea 4 \$19.96

[Save For Later](#)

Order Summary:

Order Subtotal: \$88.87

Estimated Tax: \$0.00

Estimated Shipping: \$7.99

Total: \$96.86

[CHECKOUT](#)

or checkout with

[PayPal](#)

FEEDBACK

Including tables and chairs= \$470.08

Including tables and chairs= \$470.08



President PLS <president.pls98@gmail.com>

Fwd: ACE Law Fair Estimate Request

1 message

Thu, Feb 28, 2019 at 5:38 PM

To: President PLS <president.pls98@gmail.com>, "president.pls98@gmail.com" <president.pls98@gmail.com>

Hi, below is confirmation for tables and estimates.

Get Outlook for Android

From: De Lira, Lizbeth**Sent:** Thursday, February 28, 2019 1:28:02 PM**To:** [REDACTED]**Cc:** Work Order Control; Mejia, Kristil A; Romero, Marcos; De Lira, Lizbeth**Subject:** RE: ACE Law Fair Estimate Request

Hi [REDACTED]

I am happy to assist. Your requests below have been noted. The service request has now been updated and processed. Please reference Work Order #: FS-201808685.

Per our conversation, the individual cost for chairs is \$0.80 ea. Tables are \$4.00 ea. Please kindly issue payment and make check payable to CSULA – Facilities Services after the event.

Best regards,

**LIZBETH DE LIRA**

Work Control Specialist

Facilities Services

California State University, Los Angeles

5151 State University Drive | Los Angeles, CA 90032

T 323.343.3440 | Ldelira4@calstatela.edu

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From: [REDACTED]
Sent: Thursday, February 28, 2019 10:02 AM
To: De Lira, Lizbeth <ldelira4@calstatela.edu>
Cc: Work Order Control <Workf@CSLANET.CalStateLA.edu>; [REDACTED]
Subject: Re: ACE Law Fair Estimate Request

Hi Liz,

Thank you so much for working with us and our questions this morning. I wanted to correct the name of our event to "8th Annual Law Fair," and our date was Tuesday April 9. Would like to also change set up to 12pm.

Finally, may you confirm again the individual cost, just for funding request purposes that we would like to provide ASI . And we would like to proceed. If I remember correctly, we pay after the event?

Sharon Pelaez

Pre-Law Society

Get Outlook for Android

From: [REDACTED]
Sent: Thursday, February 28, 9:25 AM
Subject: ACE Law Fair Estimate Request
To: [REDACTED]
Cc: Work Order Control, Mejia, Kristil A, Romero, Marcos, De Lira, Lizbeth

Good morning Sharon,

It was a pleasure speaking with you this morning. Per our conversation, below is a rough estimate of the work requested for the ACE Law Fair:

Event: "ACE Law Fair "

Deliver & Set Up: Tues, 04/19/19 at 11:30am

Pick-Up: Tues, 04/19/19 around 2:30pm

Main Walkway (near statue) – Deliver and set up (20) tables and (40) chairs.

Note: (2) chairs per table. Student org will pay by check, per requestor.

AMT DUE (APPROXIMATELY): \$236.28

Important Note: Please be reminded that the total estimated cost or the service is only an approximation, and advise if you would like to proceed.

If you have any additional questions or concerns, please feel free to contact me.

Best regards,



lizbeth de lira

Work Control Specialist

Facilities Services

California State University, Los Angeles

5151 State University Drive | Los Angeles, CA 90032

T 323.343.3440 |

Ldelira4@calstatela.edu

calstatela.edu

I

Pushing

Boundaries



President PLS <president.pls98@gmail.com>

Fwd: Service Request # 58956 has been submitted

1 message

Fri, Mar 1, 2019 at 4:47 AM

To: President PLS [REDACTED]

Get Outlook for Android

From: Workf@CSLANET.CalStateLA.edu <Workf@CSLANET.CalStateLA.edu>

Sent: Thursday, February 28, 2019 1:09:22 PM

To: [REDACTED]

Subject: Service Request # 58956 has been submitted

Service Request # 58956 has a status of Created as of Feb 28 2019 1:08PM. The action requested is as follows: Event: "8th Annual Law Fair"

Deliver & Set Up: Tues, 04/09/19 at 12pm

Pick-Up: Tues, 04/09/19 around 2:30pm

Main Walkway (near statue) – Deliver and set up (20) tables and (40) chairs.

Note: (2) chairs per table. Student org will pay by check, per requestor.



President PLS <president.pls98@gmail.com>

External Space Request Confirmation

6 messages

Tue, Feb 26, 2019 at 11:29 AM

To: [REDACTED]

Cc: [REDACTED]

Hello!

Your External Space Request for the main walkway has been received. Please see your attached confirmation and keep an electronic copy with you while tabling.

NOTE: 3/20 is not available for tabling at any location on campus.

* **NOTE:** Library South is not available on 4/9. Please set up the 2 booths at Bookstore North or South.

Confirmation Information**Student Organization Name: Pre-Law Society****Dates: 2/28, 3/6****Time: 10:00am-3:00pm****Location: King Hall #3**Confirmation Information**Student Organization Name: Pre-Law Society****Dates: 3/4, 3/11, 3/13, 3/25, 3/27****Time: 10:00am-3:00pm****Location: King Hall #1**Confirmation Information**Student Organization Name: Pre-Law Society**

~~Dates: 3/18~~

~~Time: 10:00am-3:00pm~~

~~Location: King Hall #2~~

✱ Confirmation Information

Student Organization Name: Pre-Law Society

Dates: 4/9

Time: 12:00pm-2:00pm

Location: Bookstore North, Bookstore South, Library North

Please respond to this email within (3) business days to show you have received this confirmation otherwise your reservation will be cancelled. Once you have responded, no further action will be needed.

If you have any questions, please let me know.



KAROL ALONZO

Facilities Use

Student Assistant

Administration & Finance

California State University, Los Angeles

5151 State University Drive

Los Angeles, CA 90032

T 323.343.3509

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Pre-Law Society.pdf

1056K

President PLS

To:

Tue, Feb 26, 2019 at 11:32 AM

3/1/2019

Gmail - External Space Request Confirmation

Cc: [REDACTED]

Great, thank you very much.

[REDACTED]
President, Pre-Law Society
(818)614-6154
<http://www.calstatela.edu/orgs/prelaw-society>

From: [REDACTED]
Sent: Tuesday, February 26, 2019 11:29:04 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: External Space Request Confirmation

[Quoted text hidden]

President PLS < [REDACTED]

Tue, Feb 26, 2019 at 9:03 PM

To: "[REDACTED]"
Cc: "[REDACTED]"

Hello,
Unfortunately we need 15 spaces for April 9th. Is that possible?

Thank you,

[REDACTED]
President, Pre-Law Society
(818)614-6154
<http://www.calstatela.edu/orgs/prelaw-society>

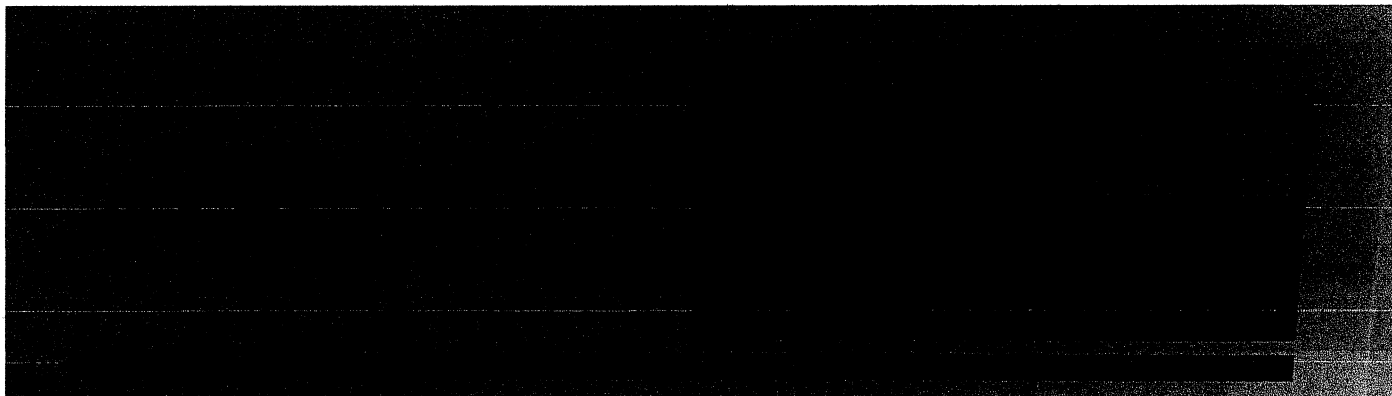
From: [REDACTED]
Sent: Tuesday, February 26, 2019 11:32 AM
To: [REDACTED]
Cc: Magallanes, Mylissa M
Subject: Re: External Space Request Confirmation

[Quoted text hidden]

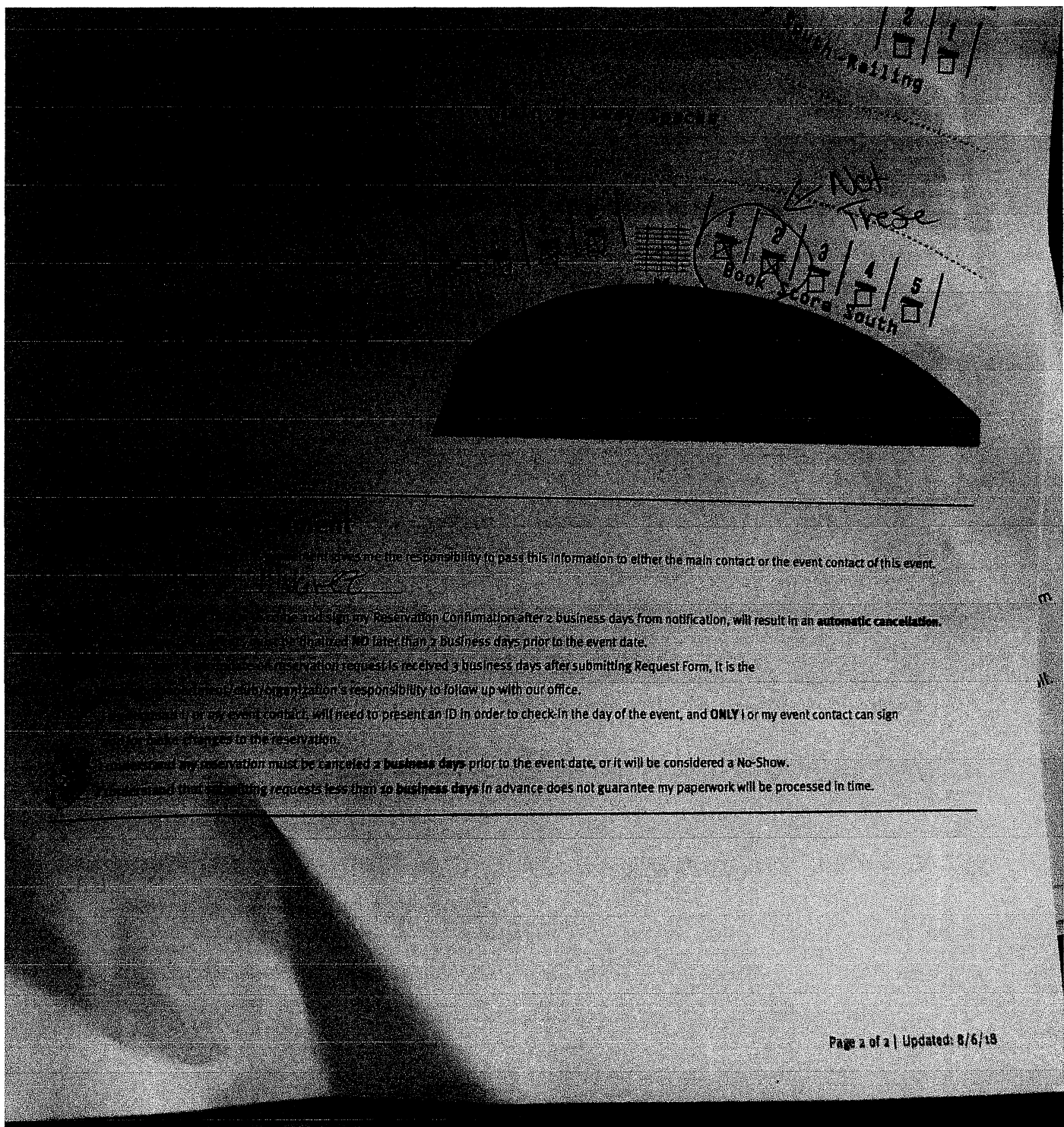
President PLS [REDACTED]

Tue, Feb 26, 2019 at 9:10 PM

To: Treasurer PLS [REDACTED]



Y
ails.
oom
all.



President, Pre-Law Society
(818)614-6154
<http://www.calstatela.edu/orgs/prelaw-society>

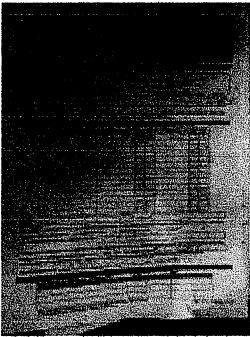
From: [REDACTED]
Sent: Tuesday, February 26, 2019 11:29 AM
To: [REDACTED]

Cc: [REDACTED]

Subject: External Space Request Confirmation

Hello!

[Quoted text hidden]

3 attachments**Image-35.png**
2603K**Image-34.png**
2897K **Pre-Law Society.pdf**
1056K

[REDACTED] Wed, Feb 27, 2019 at 8:39 AM

To: President PLS [REDACTED]

Hi [REDACTED]

Yes we blocked off the entire areas Bookstore North, Bookstore South, and Library North for your event. You requested spaces at Library South but it does not have availability so you will just have to reconfigure a little and place all of the booths at those three locations. Bookstore North and Library north have almost 20 spaces so you can actually fit all of them in those two areas if you'd like. If you feel like you want to spread them out a little more, you can use Bookstore South as well.

Thanks,

[REDACTED]

**MYLISSA MAGALLANES**

Facilities Use Coordinator
Administration & Finance
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
T 323.343.3509

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[Quoted text hidden]

President PLS

Wed, Feb 27, 2019 at 8:41 AM

To: "Magallanes, Mylissa M"

Sounds great thank you very much.

President, Pre-Law Society

(818)614-6154

<http://www.calstatela.edu/orgs/prelaw-society>

From: Magallanes, Mylissa M <mmagall5@calstatela.edu>

Sent: Wednesday, February 27, 2019 8:39:43 AM

To: President PLS; Alonzo, Karol A

Subject: RE: External Space Request Confirmation

[Quoted text hidden]