

ASI Associated Students, Inc.

Funding Request Form

2018-19

"...For the Students, by the Students!"

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: Alpha Phi Omega
 Event Title: Forget - Us - Not Benefit Concert
 Date(s) of Event: 4/13/2019 Semester Spring
 Location of Event: USU Theater
 Expected Total Attendance: _____ 100
 Expected Attendance of Cal State LA Students: _____ 50

Event Description and Total Cost Breakdown

Briefly describe the event:

We're partnering with In the Making, a non-profit organization dedicated to serving the East Los Angeles community as a community resource center. This benefit concert is raise funds and spread awareness of this resource. This benefit concert also serves as an indie artist platform.

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

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

The goal of this benefit concert is not only to raise money for the org. In The Making, but to also raise awareness of the help available within the CSULA community

Hospitality

Description	Amount
<u>USU Catering - Medium & Large W</u>	<u>\$145.00</u>

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
<u>Benefit Concert Shirts</u>	<u>\$685.00</u>

Other

Description	Amount

Event Summary

Total Cost of Event: \$830.00
 Amount Requested from ASI: \$830.00
 Amount from other sources: _____
 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: DS

19 MAR 22 7:51:33



ALPHA PHI OMEGA x IN THE MAKING

PRESENTS:

**FORGET-US-NOT
BENEFIT-CONCERT**

**April 13th 2019, 4-6pm
USU THEATRE**

Matt Almodiel, FUZZY, Ryan Satyr

Jonathan Cronan, Cosmic Belladonna

Us The Trio, Brendan Ly, YunJu Chen

Plus...

A Special Performance By: In The Making

**Accompanied by the
musical stylings of: DJ Wee Jay**



Studio 7 Graphics
www.s7graphics.com
sales@s7graphics.com
6268188633

2405 W. Hellman Ave
Alhambra, CA 91801
United States

INVOICE

Invoice Number 1344
Invoice Date Thu Mar 21, 2019
Balance Due \$385.50

Alpha Phi Omega - Lambda Mu Chapter
[REDACTED]

Item	Description	Unit Cost	Quantity	Line Total
Shirts	American Apparel - Fine Jersey T-Shirt - 2001W - Black (6S, 9M, 4L, 2XL)	\$18.00	21	\$378.00
Long Sleeves	American Apparel - Fine Jersey Long Sleeve T-Shirt - 2007W - Black (3S, 9M, 3L)	\$20.50	15	\$307.50

Subtotal \$685.50
Paid To Date \$300.00
Balance Due \$385.50

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: Alpha Phi Omega PHONE: [REDACTED] DATE: 02/25/2019
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Benefit Concert LOCATION: USU Theatre & The Pit
 EVENT DATE: 04/13/2019 BEGIN TIME: 4:00pm END TIME: 6:00pm ESTIMATED ATTENDANCE: 25

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):

We are going to have a concert where we will fundraise money, and donate that money to the organization "In the Making".

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Instagram: @apocsula 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) 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 liable for any claims. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

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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.

\$10 for admission and all of the proceeds will go to In the Making, an organization for foster children.

PRESIDENT	[REDACTED]	SIGNATURE:	[Signature]	DATE:	3/3/19
TREASURER	[REDACTED]	SIGNATURE:	[Signature]	DATE:	3/3/19
U-SU STUDENT ORGANIZATION ACCOUNT #:		[REDACTED]	or	<input type="checkbox"/>	APPROVED EXEMPT STATUS: CSI VERIFICATION <input type="checkbox"/>

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:
[REDACTED]	Francis Nguyen	3/5/19
ADVISOR'S NAME	[Signature]	3/5/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3.6.19

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: (TIPI-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



Golden
Eagle
Hospitality

for: Event # E35914
on: Saturday, April 13, 2019

Client/Organization Alpha Phi Omega	Event Date 4/13/2019 (Sat)	Booking Contact [REDACTED]	Event # E35914
Address 5154 State University Drive	City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (626) 232-6006	Guests 25 (Act)
Party Name Forget us Not Benefit Concert	Sales Rep Amy Miers	Theme	Category

Venue

Description	Type	Start 4:30 pm	End 5:00 pm	Banquet Room Student Union	Setup Style Delivery
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Food & Beverage

Food/Service Items	Unit	Price	Total
** Deliver to USU Pit at 2:30PM **			
(1) Special Menu	Each	78.05	78.05
(25) Disposables	Each		
(1) Large (Fifteen 12" Wraps) - Cut in Half	Platter(s)		
-(5) Southwest Chicken With Avocado			
-(5) BLT Avocado			
-(5) Italian Meats			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	78.05	0.00	0.00	0.00	0.00	0.00	0.00	78.05
Service Charge	13.27	0.00	0.00	0.00	0.00	0.00	0.00	13.27
Taxes	8.68	0.00	0.00	0.00	0.00	0.00	0.00	8.68
Total	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

Subtotal	78.05	Paid	0.00
Tax	8.68	Balance	100.00
Service Charge	13.27		
Total Value	100.00		

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)

Account # _____
Fund # _____
Dept # _____
Program Code # _____
Project ID # _____
Purchase Order # _____

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



ALPHA PHI OMEGA x IN THE MAKING

PRESENTS:

**FORGET US NOT
BENEFIT CONCERT**

**April 13th 2019, 4-6pm
USU THEATRE**

FUZZY · Ryan Satyr · Jonathan Cronan

Brendan Ly · Cosmic Belladonna

Us The Trio · The Young Pilot · YunJu Chen

Plus...

In The Making

**Accompanied by the
musical stylings of: DJ Wee Jay**