

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

Organization

Club/Organization: Beta Alpha Psi
 Event Title: Spring Banquet
 Date(s) of Event: 05/03/2019 Semester Select One...
 Location of Event: Quiet Cannon
 Expected Total Attendance: 70
 Expected Attendance of Cal State LA Students: 40

Event Description and Total Cost Breakdown

Briefly describe the event:

Spring Networking Banquet is an event that is intended to recognize the accomplishments of students. The event will cater dinner for professionals, Alumni, students, CSULA faculty. also this event is 100 years legacy experience for beta Alpha Psi.

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

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

The event will provide networking opportunities and empowering speeches from professionals that will create lasting memories, also it will help students for their professional future career goals. past students from this event received job offer and internship.

Hospitality

Description	Amount
Quiet Cannon Dinner for 70	\$2,779.06
Screen -LCD Projector - Sound Path	\$200.00
Center Piece x10	\$172.50

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Name Badge	\$35.64
Thank You Card	\$14.95

Event Summary

Total Cost of Event: \$3,202.15
 Amount Requested from ASI: \$2,000.00
 Amount from other sources: \$1,202.15

What other resources are you employing for this event?

Fundraising

For Office Use Only • Do Not Write Below

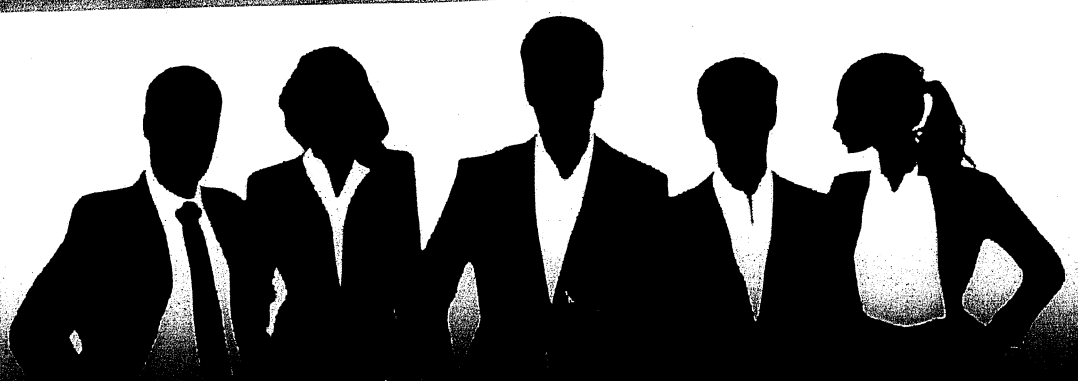
Important:

- (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 MAR 26 PM 4:20:48



BLACK AND WHITE

SPRING BANQUET

100

YEARS

Legacy

FRIDAY, MAY 3, 2019

6:30 - 10 PM

Quiet Cannon
901 Via San Clemente
Montebello, CA 90640

CONTACT FOR MORE INFORMATION

AWARDS.OSULABAP@GMAIL.COM



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

Quiet Cannon

901 Via San Clemente Montebello, Ca. 90640 Ph: 323-832-1300 Fx: 323-724-0950

www.quietcannon.com

info@quietcannon.com

savannahy@quietcannon.com

Name: [REDACTED]

Type of Event: Corporate Dinner

Date of Event: Friday, May 3, 2019

Phone Number: (818) 300-3357

Email Address:

Notes: Crystal 2 6:00 PM - 12:00 AM

***Estimate

#	Food	Price	Total
70	Kalbi Top Sirloin	29.00	2,030.00
	\$1 Off Per Person Price		0.00
			0.00
			0.00
			0.00
	Total Food		2,030.00

#	Beverages	Price	Total
			0.00
			0.00
			0.00
			0.00
	Total Beverages		0.00

#	Mis.	Price	Total
	Complimentary Podium & Mic included		0.00
1	Screen	50.00	50.00
1	LCD Projector	150.00	150.00
	Waiving Sound patch		0.00
	Total Miscellaneous		200.00

	Charges		2,230.00
	20% Hospitality Fee		446.00
	2 % Environmental Fee		44.60
	Subtotal		2,720.60
	9.50% Sales Tax		258.46
	*** TOTAL		2,979.06

2,772

For Office Use

Estimate Prepared by: Savannah Yslas

3/4/2019

<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Walk In
<input type="checkbox"/>	Tour Given

<input type="checkbox"/>	In Person
<input type="checkbox"/>	Emailed
<input type="checkbox"/>	By Phone

*** This is an estimate only for comparison purposes. This estimate does not constitute a contract nor is this estimate automatically part of your contract or "order". All details are to be reviewed from A - Z (except final guarantee of attendance) with the Catering Management Staff at least 4 weeks prior to your event. A formal Banquet Event Order will then be created from that discussion and submitted for your review and signature.



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Orders

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4

Cart

Support artisans



Get a **\$50 Amazon.com Gift Card** instantly upon approval for the **Amazon Rewards Visa Card**

Current \$ 223.09
Total:
Savings: - \$ 50.00
Cost \$ 173.09
After Savings:

Apply now

Part of your order qualifies for **FREE Shipping**. Choose this option at checkout. See details

Subtotal (4 items): \$223.09

This order contains a gift

Proceed to checkout

or

Sign in to turn on 1-Click ordering.

Shopping Cart

	Price	Quantity
<p>Sziqiqi 10 Pieces 50 Height Metal Candle Holder Candle Stand Wedding Centerpiece Event Road Lead Flower Rack (10Pcs/Set, 50cm, Gold) In Stock Shipped from: Super beauty Gift options not available. Learn more Delete Save for later Compare with similar items</p>	\$172.50	1
<p>Thank You Cards Bulk Set of 100 - Includes Thank You Notes, Blank Cards with Envelopes & Stickers - Perfect for Business, Wedding, Graduation, Bridal & Baby Shower, Funeral - Floral Kraft Paper Design In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift Learn more Delete Save for later Compare with similar items</p>	\$14.95	1
<p>Name Tags Lanyard/Badge Holder Pairs (Set of 50, Black): Woven Round Lanyard & Horizontal Sealable Waterproof Clear Plastic ID Card Name In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift Learn more Delete Save for later Compare with similar items</p>	\$17.82	2

Sponsored Products related to items in your cart

- 100 Bulk Thank You...
8
\$17.95
[See all buying options](#)
- Thank you cards - Gold...
2
\$12.95
[See all buying options](#)
- Lovepop Butterfly Pop...
95
\$13.00
[See all buying options](#)
- Thank You Cards - 36...
4
\$16.99
[See all buying options](#)

Subtotal (4 items): \$223.09

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)
Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Customers who shopped for **Sziqiqi 10 Pieces 50 Height Metal Candle Holder...** also shopped for:

COMPLETED



STUDENT ORGANIZATION EVENT REGISTRATION FORM

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: BETA ALPHA PSI PHONE: [REDACTED] DATE: 03/21/2019

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: SPRING BANQUET LOCATION: QUIET CANNON 901 Via San Clemente Montebello CA

EVENT DATE: 05/03/2019 BEGIN TIME: 6:30PM END TIME: 10:00PM ESTIMATED ATTENDANCE: 70

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):

Spring Banquet is an event that is intended to recognize the accomplishment of students. The event will cater dinner for professionals from public and private firms, students and faculty. It will provide networking opportunity and empowering speeches that will create long lasting memories.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Beta Alpha Psi organization OTHER: [REDACTED]

INCLUDE SITE & HANDLE FACEBOOK/EMAIL

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: QUIET CANNON

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 NB, AB 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
03/26/19 *ICM*

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.

*The event is from Accounting Department and organizing by Beta Alpha Psi for all majors @ Business
The cost for each person is \$20 include food and Admission. All Proceed go to funding awards and prizes.*

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 03/25/19
 TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 3/25/2019
 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): *[Signature]* DATE: 02/25/19
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/25/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 3.26.19
 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:

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)

Earl HSU, matt Rodarte, Alex Badawi