

ASJ 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: Hispanic Business Society

Event Title: HBS Banquet

Date(s) of Event: May 11, 2019 Semester Select One..

Location of Event: Golden Eagle Ballroom

Expected Total Attendance: _____ 50

Expected Attendance of Cal State LA Students: _____ 40

Event Description and Total Cost Breakdown

Briefly describe the event:

The banquet is intended to motivate Cal State LA students to pursue their passion and congratulate those students who have volunteered during the year. Through speeches by guest speakers and student leader, we hope to inspire students to volunteer as well.

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

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

It will motivate students to take on leading roles within campus. As well as an opportunity to network with professionals who can offer mentorship and even job opportunities.

Hospitality

Description	Amount
Golden Eagle Hospitality	\$1,727.94

Honoraria/Contracts

Description	Amount
Recognition Awards	\$443.37

Marketing

Description	Amount

Other

Description	Amount
Sashes (15)	\$796.50

Event Summary For Office Use Only • Do Not Write Below


Total Cost of Event: \$2,967.81

Amount Requested from ASI: \$2,967.81

Amount from other sources: _____

What other resources are you employing for this event?

- 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: 

13 MAR 20 PM 10:05:47

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: Hispanic Business Society PHONE: [REDACTED] DATE: 7/7/19

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

NAME OF EVENT: Hispanic Business Society Banquet LOCATION: SA Community Ballroom

EVENT DATE: 7/11/19 BEGIN TIME: 6pm END TIME: 11pm ESTIMATED ATTENDANCE: 50

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: 100th Year Banquet SPEAKER/PANEL

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

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

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

The Hispanic Business Society celebrates the accomplishments of the board, general members, and Cal State LA students who honor by providing dinner awards and scholarships during the events. are recognized and presented their sashes if they are current.

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 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] 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

nm

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.

[REDACTED]

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: [REDACTED]
U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or APPROVED EXEMPT STATUS: CSI VERIFICATION [REDACTED]

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: 3/27/19
ADVISOR'S NAME: [REDACTED] SIGNATURE: [Signature] DATE: 3/29/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3-29-19
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: _____

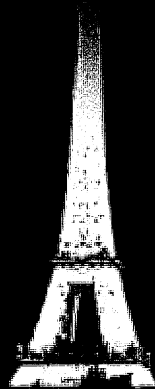
NOTIFICATIONS:

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



Hispanic Business Society



Saturday, May 11th

Golden Eagle Ballrooms

3rd Floor

7pm - 10pm



ASSOCIATED STUDENTS, INC.

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



Golden
Eagle
Hospitality

for: Event # E35365
on: Saturday, May 11, 2019

Client/Organization Hispanic Business Society		Event Date 5/11/2019 (Sat)	Booking Contact [REDACTED]	Event # E35365
Address 5154 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 50 (Act)
Party Name HBS Banquet	Sales Rep Amanda Tapia	Theme Banquet	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style		
		6:00 pm	11:00 pm	Ballrm 3	Banquet 10		
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
(50) Disposables	Each	0.50	25.00	Sign to Read: 35th HBS Annual Banquet -Aligning the Stars			
Buffet-Style Dinner at 7:00pm -Traditional Caesar Salad with Garlic Croutons				(1) Check in Table 2 Chairs- set outside	Each		
(45) -Grilled Sliced Chicken w/ Lemon-Herb Sauce	Guest(s)	22.00	990.00	(8) Rounds of 10 - White Linen	Each		
(5) Vegan/Vegetarian Meal: Seared Tofu-Lemon-Herb Sauce , Rice Pilaf and Sauteed Vegetables	Guest(s)	22.00	110.00	(8) 132" Black Linen	Each	15.00	120.00
-Mashed Potatoes				-White Napkins			
-Pesto Cream Penne Pasta				-Buffet set in back -			
-Sauteed Vegetables				(2) 7ft Tables - for Trophies - set on stage	Each		
-Bread and Butter				(1) Stage	Each	75.00	75.00
-Chocolate Genache				(1) Podium and Microphone	Each	25.00	25.00
- Raspberry Iced Tea and Water Service				(1) Av Cart, Projector and Screen (Client to provide laptop)	Each	25.00	25.00

Notes

5:00pm-set-up
6:00pm Arrival
7:00pm Dinner
11:00pm- Ending

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

E35365 - Hispanic Business Society

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,125.00	0.00	0.00	245.00	0.00	0.00	0.00	1,370.00
Service Charge	191.25	0.00	0.00	41.65	0.00	0.00	0.00	232.90
Taxes	125.04	0.00	0.00	0.00	0.00	0.00	0.00	125.04
Total	1,441.29	0.00	0.00	286.65	0.00	0.00	0.00	1,727.94

Subtotal	1,370.00	Paid	0.00	
Tax	125.04	Balance	1,727.94	
Service Charge	232.90			
Total Value	1,727.94			

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)

PRODUCT SUMMARY



SAT

X

ref: 98253

\$796.50

x15

duplicate and modify

EDIT

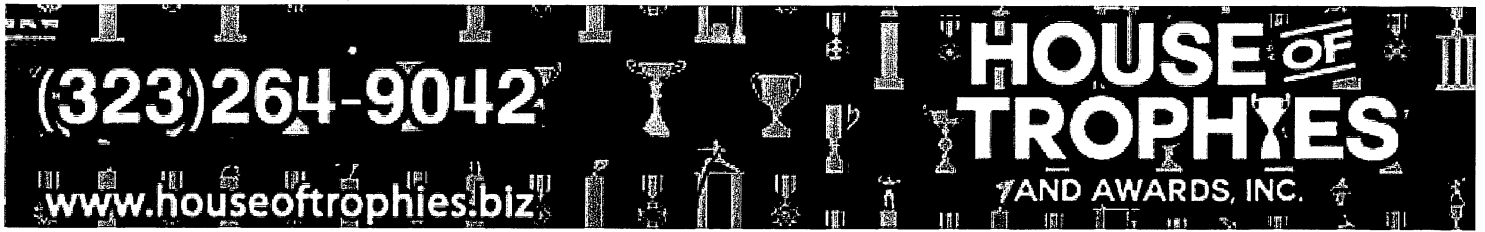
ADD NEW SASH

TOTAL: \$796.50

SAVE TO CART

NB: The sash designs are finalized once saved to cart.
Elements of your design cannot be re-edited afterwards.
Please make sure your layout is final past this point.

[PRICING & ORDERING](#) | [WHOLESALE & AFFILIATES](#) | [TERMS & CONDITIONS](#) | [SHIPPING & RETURNS](#) | [FAQS](#) | [CONTACT US](#)






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Browse by Category




- Acrylic Awards
- Artistic Awards
- Cast Awards
- Certificate Awards
- Chenille Lapel Pins
- Clock Awards
- Corporate Plaques
- Crystal Awards
- Cup Trophy Awards
- Custom Lanyards
- Custom Patches
- Dash Plates
- Display Cases
- Economy Awards
- Gift Awards
- Glass Awards
- Lapel Pins
- Medal Awards
- Name Badges | Plates
- Perpetual Plaques
- Promotional Give Aways
- Ribbon Awards
- Signs | Banners
- Trophies | Resin
- Trophies | Traditional
- Wearables
- Wood Awards

View Shopping Cart

Image	Qty	Prod #/Description	Setup Charge	Product Unit Price	Engraving Charge	Volume Discount	Extended Price
	13	01PDKT43136 Product Description Acrylic Peak Award Elegant is the only term that one can use when describing these Acrylic Peak Awards. An unique peak design that incorporates beautiful cuts to reflect light and add depth all enhance a large engraving or laserable area that can accommodate any of your personalization needs. This award sits atop a matching base with angled face. Flexibility is a key component for these awards that come in your choice either clear or jade and three sizes 6-3/4", 7 3/4" or 9-3/4". These are beautiful awards that anyone would be proud to give or receive. 6 3/4" Clear	\$0.00	\$26.00	\$0.00	-\$1.30	\$321.10
		Customization Options					
		Logo?:		Include a Logo			
		Imprinting Method:		Laser/Sand Blast Engraving			
		Engraving General Text Layout/Format Presented to					
		2018-2019		Go to Custom Lanyards category			
		Engraving Changes On Each Award					
		President					
		Vice President					
		Secretary					
		Treasurer					
		Director of Fundraiser					
		Director of External Affairs					
		Director of External Affairs					
		Director of Internal Affairs					
		Director of Alumni Relations					
		Director of Membership					
		Director of Marketing					
		Director of Marketing					
		Director of Community Service					

Browse by Theme

- Achievement Awards
- Boss Gift Awards
- Employee Awards
- Executive Gift Awards
- Fire and Safety Awards
- Golf Awards
- Marble Awards
- Patriotic Awards
- Religious Awards
- Sales Awards

	4	CATP-5MB Product Description Matte Black Recognition Plaque Matte Black Plaques offer high quality, jet black plaque for corporate & awards academic. Features a coved black edge. Available in seven sizes. 5" X 7"	\$0.00	\$20.95	\$0.00	\$0.00	\$83.80
		Customization Options					
		Orientation:		Portrait			
		Include Logo?:		Include a Logo			
		Engraving General Text Layout/Format Presented to					
		Recognition Award					
		Engraving Changes On Each Award					
		Member of the Year					
		Director of the Year					
		Dr. Otto					

Secretary Gift Awards

Shape Awards

Sport Trophy Awards

Shipping Method: ▼
Postal Code:

Order Sub-Total:	\$404.90
Estimated Shipping:	\$0.00
Sales Tax:	\$38.47
Final Total:	\$443.37

[Recalculate](#)

[Continue Shopping](#) | [Checkout](#)

House of Trophies
1820 E. First St. Los Angeles, CA 90033
Phone: 3232649042 Fax: 3232640164

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STYLE

COLORS

03

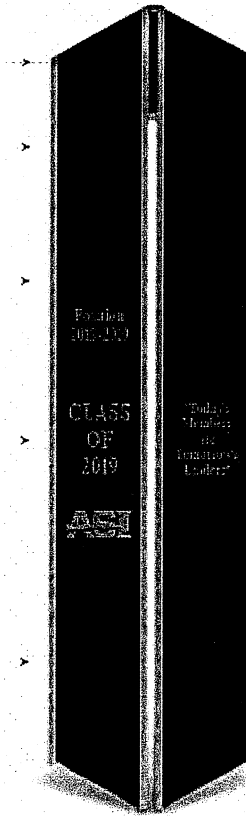
FINALIZE

STEP 3 CUSTOMIZE

It's your big moment, so show your pride with designs items listed on the right!

- text | CLASS OF 2019 Remove Edit >
- text | "Today's Membe... Remove Edit >
- text | Position 2018-... Remove Edit >
- file | Remove Edit >

PRICE \$69.00 >



NECK (BACK)

SHOULDER

CHEST

SASH CENTER

TIP

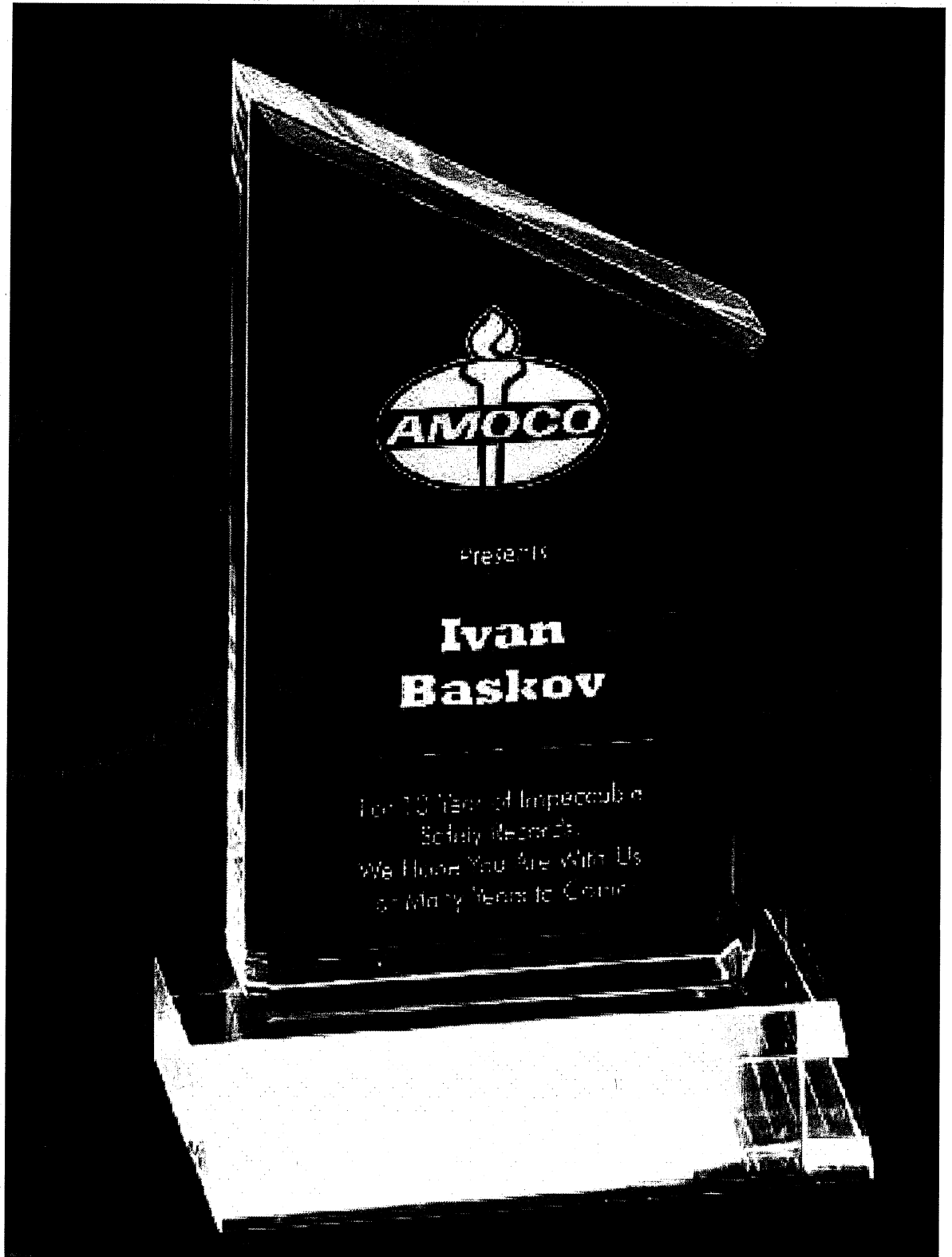
VIEW

Zoom icon

ADD I

6





Presented To
John Smith

In Appreciation
for 25 years
of devoted
services to our
sales team

November 15, 2013

