

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: Angel Lopez

Organization

Club/Organization: Pre-Law Society

Event Title: Pre-Law Society Annual Banquet

Date(s) of Event: 5/17/2019 Semester Spring

Location of Event: Los Angeles Room C

Expected Total Attendance: _____ 50

Expected Attendance of Cal State LA Students: _____ 40

Event Description and Total Cost Breakdown

Briefly describe the event:

We will recognize our graduating members and express the achievements we have made during the academic year. This is our last networking event where a handful of attorneys will present and our members + students will have the opportunity to network for internship positions and mentorship.

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

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

This allows for our members as well as the student body to be networking with attorneys as well as faculty which could help in the future since our organization's mission is to guide students to law school.

Hospitality

Description	Amount
Charlie's Trio Order	\$621.96
Drinks: (Coke, Dr. Pepper, Sprite each in 12pk case) and Water cases (4)	\$20.76
Snacks: Variety Candy Bag and Chip Variety Pack	\$26.47

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Utensils: Plates (3), Straws (2), Cutlery (1), and Napkins (2)	\$29.75
Decorations: Streamers (1), Gold Balloons (3), Gold Bags (5), Ribbon (2)	\$27.98

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event:	\$726.92
Amount Requested from ASI:	\$726.92
Amount from other sources:	\$0.00
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: SL

15 MAR 29 PM 1:40:17

Join us at our

Pre-Law

Society

2019

Banquet

May 17, 2019 at 6-8:30pm



ASSOCIATED STUDENTS, INC.

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

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: Pre-law Society PHONE: [REDACTED] DATE: 3/2/19
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Pre-law Society Banquet LOCATION: USO meeting room
 EVENT DATE: 3/17/19 BEGIN TIME: 5:00 PM END TIME: 9:30 PM 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: [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):

Our Annual ~~banquet~~ ^{banquet} is an end of the year event where we not only recognize or graduate members but where we express achievements we have made during the academic year. It is also ~~other~~ ^{other} an ~~important~~ ^{important} event where a handful of attorneys will be present and our members ~~attend~~ ^{attend} will have the opportunity to network for ~~work~~ ^{work} or ~~membership~~ ^{membership}.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: instagram.com/prelaw-csula calstate-la.edu/prelaw-society 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: Charles Tino
 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
3/29/19 CF

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): Ange I. D. Lopez DATE: 3/27/19
 ADVISOR'S NAME: [REDACTED] SIGNATURE: MARTIN ADAMIAN DATE: 3/28/19

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)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Date of Event: 05/17/2019 Estimated Attendance: 50

Name of Event: Pre-Law Society Annual Banquet

Type of Event: Banquet Location: Los Angeles Room C

Sponsoring Organization: Pre-Law Society

Authorized Representative: [Redacted] Phone: [Redacted] Fax: _____

Time:
Access Time: 5:00 pm a.m./p.m. to 9:30 pm a.m./p.m.
Event Time: 6:00 pm a.m./p.m. to 8:30 pm a.m./p.m.

Charlie's Trio
5769 N. Huntington Dr.
Los Angeles, CA 90032

Target
7100 Santa Monica
Blvd #201
West Hollywood, CA 900
46

Type of Food Service:
 Bake Sale Snacks Food Sale Catering
 Barbecue Potluck Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: Pick Up

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Pasta Trio which includes: Penne Pasta with Marinara Sauce, Pasta with Sausage and Peppers, and Fettucine Alfredo as well as Caesar Salad, Pepperoni Pizza (2), Sausage Pizza, Mushroom Pizza

Jalapeno Pizza, Ham Pizza, Candy (M&M's Milk Chocolate, M&M's Caramel Chocolate, Snickers, and Skittles), Chips (Lay's Sour Cream and Onion Flavored and Barbecue Flavored, Cheetos, Doritos Nacho Cheese flavored and Cool Ranch flavored, and Fritos Chili Cheese Flavored)

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? _____

Purchased at Charlie's Trio

List all beverages to be sold/served: Water, Coke, Dr. Pepper, Sprite

Where will beverages be prepared or purchased? Purchased from Target

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

Food will be prepared and packaged by Charlie's Trio, will be hot and ready to serve.

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

Angie D. Lopez _____
1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

3-28-19

[Signature] _____
2. Center for Student Involvement (UU 204) (Student Organizations Only) Date

3/28/19

[Signature] _____
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date

3/29/19

[Signature] _____
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date

19-306



5769 N. Huntington Drive
Los Angeles, CA 90032

(323) 223-3871

Welcome
TO CHARLIE'S TRIO RESTAURANT

Providing Comfort, Quality, and Value
to the Community Since 1971.

Secure Checkout

Order Details

Charlie's Trio
5769 N. Huntington Dr.
Los Angeles, CA 90032

Order Type
Take-out

Order Time
ASAP

Phone Number

0 Extension

Payment

Please select how you intend to pay for your order.

VISA AMEX DISCOVER Credit Card Cash

Attention

No payment is processed now. We'll take your payment when you come in to pick up your order.

Special Instructions



S.A.F.E. Fraud Protected Transaction

Protecting your privacy and identity is our top priority.
We report and prosecute all credit card fraud! Your IP address: 75.82.41.197

Submit Order ▶

Your Order

	(1) 25 - 30 People Tr. Sausage and Pepperoni Pizza	\$325.00
	(1) Pizza and Broast. Cheese and Pepperoni	\$243.00

Coupons

Subtotal	\$568.00
Tax	\$53.96
Tip	\$0.00
Order Total:	\$621.96

★ You will earn 1704 loyalty points when you checkout.

Join VIP Program
Contact me with discounts and loyalty coupons.

d
iA
**(1) 25 - 30 People Trio
Pasta Feast**

added by Angel L

Sausage and Peppers
Penne Pasta (Penne with
Marinara)
Fettucine Alfredo
Caesar Salad

Extension

ash

ctions

1.197

Submit Order ▶

Your Order



(1) 25 - 30 People Tr..

Edit

Remove

25.00



(1) Pizza and Broast..

Caesar Salad, Pepperoni \$243.00
(Whole) , Sausage ...

Coupons

Subtotal \$568.00

Tax \$53.96

Tip \$0.00

Order Total: \$621.96



You will earn **1704** loyalty
points when you checkout.

Join VIP Program

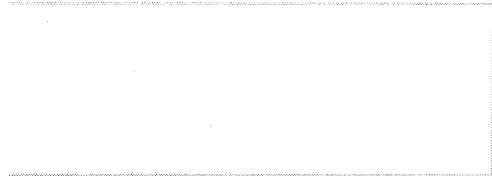
Contact me with discounts and loyalty
coupons.

der Time
AP

**(1) Pizza and Broasted
Chicken Package for 25-30**

added by Angel L

- **Pizza and Broasted Chicken
Package for 20**
- Caesar Salad
- **1st Pizza**
Pepperoni (Whole)
- **2nd Pizza**
Sausage (Whole)
- **3rd Pizza**
Mushrooms (Whole)
- a **4th Pizza**
Jalapenos (Whole)
- **5th Pizza**
Ham (Whole)
- c **6th Pizza**
Pepperoni (Whole)



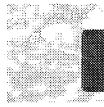
.197

Submit Order ▶

Your Order



(1) 25 - 30 People Tr..
Sausage and Peppers, \$325.00
Penne Pasta (Penne wi...



(1) Pizza and Broast.
Edit **Remove** 43.00

Coupons

Subtotal **\$568.00**

Tax \$53.96

Tip \$0.00

Order Total: **\$621.96**



You will earn **1704** loyalty
points when you checkout.

Join VIP Program

Contact me with discounts and loyalty
coupons.



back to cart

Checkout (29 items)

1 of 5 | Delivery method



10ct Dot Favor Bag Gold - Spritz™
Qty 5

- 2-day shipping Options
Get it by Sat, Mar 30
when you order by 10:30am tomorrow
- Ship to store
Get it by Tue, Apr 2
at West Hollywood [Change](#)

\$10.00
each \$2.00



Mars Mixed Chocolate Fruity Confection Fun Size Candy Bars - 32.98oz / 60ct
Qty 1

- 2-day shipping Options
Get it by Sat, Mar 30
when you order by 11:30am tomorrow
- Checking stores...
[Change](#)

\$10.49



Halloween Black Curling Ribbon 50'
Qty 2

- Standard shipping Options
Get it from Wed, Apr 3 - Thu, Apr 4
Only ships with \$25 orders [Details](#)
- Not sold in stores

\$0.98
each \$0.49

Order summary

Promo code

Subtotal (29 items)	\$101.45
Discounts	-\$1.56
<small>\$ for \$10 in cart with Order Pickup</small>	
Delivery	Free
Fees	\$6.60
<small>Batter Depost</small>	
Estimated tax	\$6.12
<small>Delivery & tax for 92927</small>	
Total	\$112.61

Cart number: 1051714000571



Premium Disposable Dinner Plates - 32ct - Up&Up™
Qty 3

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$12.57
each \$4.19

Order pickup
Get it today
at West Hollywood [Change](#)



20ct Gold Paper Straw - Spritz™
Qty 2

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$6.00
each \$3.00

Order pickup
Get it today
at West Hollywood [Change](#)



Dr Pepper - 12pk/12 fl oz Cans
Qty 1

Shipping not available

\$4.89

Promo applied

Order pickup
Get it today
at West Hollywood [Change](#)



Sprite - 12pk/12 fl oz Cans
Qty 1

Shipping not available

\$4.89

Order pickup
Get it today at L.A. Beverly [Change](#)

Order summary

Promo code

Subtotal (29 items) **\$101.45**

Discounts **-\$1.56**
3 for \$10 in cart with Order Pickup

Delivery **Free**

Fees **\$6.60**
Bottle Deposit

Estimated tax **\$6.12**
Delivery & tax for 90027

Total **\$112.61**

Cart number: 1051714000671



Gold Crepe Streamer - Spritz™
Qty 1

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 10:30am tomorrow

\$3.00

Order pickup
Get it today
at West Hollywood [Change](#)



12ct Gold Balloons - Spritz™
Qty 3

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$6.00
each \$2.00

Order pickup
Get it today
at West Hollywood [Change](#)



60ct Gold Cutlery - Spritz™
Qty 1

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$5.00

Order pickup
Get it today
at West Hollywood [Change](#)



2ply 60ct Disposable Lunch Solid Napkin Gold - Spritz™
Qty 2

2-day shipping [Options](#)
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$6.00
each \$3.00

Ship to store
Get it by Tue, Apr 2
at West Hollywood [Change](#)

Order summary

Promo code

Subtotal (29 items) **\$101.45**

Discounts **-\$1.56**
3 for \$10 in cart with Order Pickup

Delivery **Free**

Fees **\$6.60**
Bottle Deposit

Estimated tax **\$6.12**
Delivery & tax for 90027

Total **\$112.61**

Cart number: 1051714000671



Coca-Cola - 12pk/12 fl oz Cans
Qty 1

Order pickup
Get it today at LA Beverly [Change](#)

Shipping not available

\$4.89

Order pickup
Get it today
at West Hollywood [Change](#)



Frito-Lay Variety Pack Flavor Mix - 18ct
Qty 2

2-day shipping Options
Get it by Sat, Mar 30
when you order by 11:30am tomorrow

\$15.98
each \$7.99

Order pickup
Get it today
at West Hollywood [Change](#)



Purified Water - 24pk/16.9 fl oz Bottles - Market
Pantry™
Qty 4

Shipping not available

\$10.76
each \$2.69

Order pickup
Get it today
at West Hollywood [Change](#)

Order summary

Promo code

Subtotal (20 items) **\$101.45**

Discounts **-\$1.56**
3 for \$10 in cart with Order Pickup

Delivery **Free**

Fees **\$6.60**
Bottle Deposit

Estimated tax **\$6.12**
Delivery & tax for 90302

Total **\$112.61**

Card number: 1651714009671