

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	Organization
Officer Name: _____	Club/Organization: <u>Psi Chi: The International Honor Society in Psychology</u>
Officer Title: _____	Event Title: <u>Spring 2019 Induction Ceremony</u>
Address: _____	Date(s) of Event: <u>Friday, April 19, 2019 Semester Spring</u>
City/State/Zip: _____	Location of Event: <u>U-SU San Gabriel Room - 313</u>
Phone & Email: _____	Expected Total Attendance: _____ <u>45</u>
Officer Signature: <u>[Signature]</u>	Expected Attendance of Cal State LA Students: _____ <u>45</u>

Event Description and Total Cost Breakdown

Briefly describe the event: <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> Induction ceremony to celebrate the academic achievements of newly inducted members. Members will be rewarded for being accepted into Psi Chi based on academic criteria. This event will also serve as a celebration for graduating students. </div>	Is the event open to all Cal State LA students?: <u>Yes</u> How will this program enhance the Cal State LA experience?: <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> This event will encourage Psychology students and majors alike to consider joining Psi Chi as an academic extracurricular. It will also serve as a memorable experience for graduating students. </div>
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Hospitality	
Description	Amount
UAS Catering (\$26* 45 ppl)	\$1,200.00

Honoraria/Contracts	
Description	Amount
Graduation Cords (26)	\$156.00

Marketing	
Description	Amount

Other	
Description	Amount
Joanns + Michaels + Party City	\$98.95
Bj's Party Supply	\$40.00
Amazon	\$75.94
Table Cloths Factory	\$40.46

Event Summary For Office Use Only • Do Not Write Below

Total Cost of Event:	\$1,611.35
Amount Requested from ASI:	\$1,611.35
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:

DS

15 MAR 22 PM 5:40:48

STUDENT ORGANIZATION EVENT REGISTRATION FORM COMPLETED



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] ^{Psychology} PHONE: [REDACTED] DATE: [REDACTED]

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

NAME OF EVENT: [REDACTED] LOCATION: [REDACTED]

EVENT DATE: [REDACTED] BEGIN TIME: [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]

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.



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.

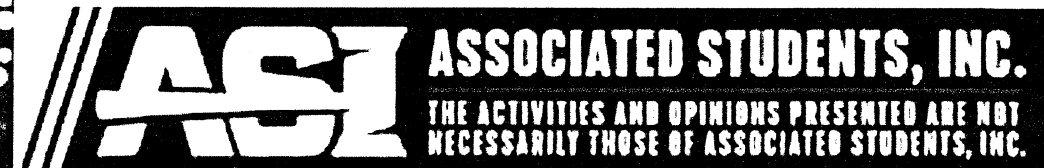
- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.
- ALCOHOL:** In accordance with 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: 2/15/19
 ADVISOR'S NAME [REDACTED] SIGNATURE [Signature] DATE: 2/18/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 2-20-19
 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)



ASSOCIATED STUDENTS, INC.

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



You are cordially invited to attend our

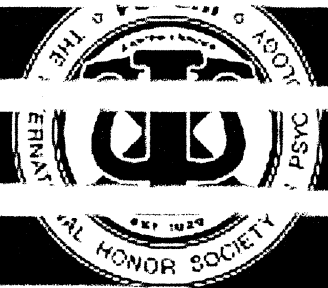
2019 Psi Chi Induction Ceremony

Dress Code
Business Casual

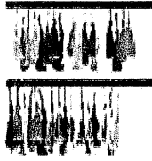
When
April 19, 2019, 7:00-9:00 PM

Where
San Gabriel Room, USU

Dinner will
be served!



RSVP at tinyurl.com/2019PSICHI



Graduation Honor Cords (Silver and Navy Blue)

\$6.00

26

In Stock

Shipped from: Honors Graduation

Gift options not available. [Learn more](#)

Update

[Delete](#) [Save for later](#) [Compare with similar items](#)

Amazon cords
 $6 \times 26 = 156$



Graduation Honor Cards (Silver and Wavy Blue)

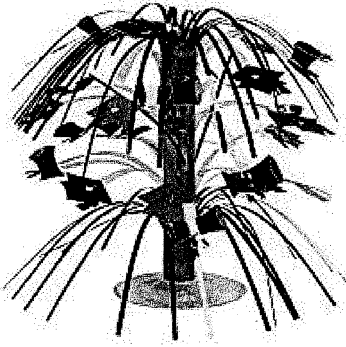
In Stock

Shipped from: Home Depot

Gift options not available. [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$6



JOANN

ENTER YOUR SEARCH...



COUPONS

WEEKLY AD

ACCOUNT



DEPARTMENTS

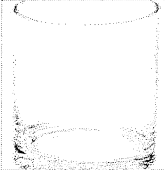
myfabric

PROJECT IDEAS

CLASSES

MOTHER'S DAY

Shopping Bag (1)

PRODUCT	PRICE	QTY	TOTAL PRICE	ORDER SUMMARY
 <p>Glass Cylinder Vase 5"x8"-Clear Item #: 15088131</p> <p><input checked="" type="radio"/> Ship: In Stock</p> <p><input type="radio"/> Pick-Up: FREE Store Pick Up Out of Stock at: Alhambra, CA CHANGE STORE</p>	\$9.99	6	\$59.94	<p>Subtotal \$59.94</p> <p>Estimated Shipping ① \$7.99</p> <p>Estimated Tax ① \$4.08</p> <hr/> <p>Estimated Total \$72.01</p> <p>Enter Promotion Code <input type="text"/> <input type="button" value="APPLY"/></p> <p>Limit one coupon per order. See exclusions</p>
		REMOVE	ADD TO WISH LIST	

TableclothsFACTORY
High Quality Table Linens at Wholesale Prices

Cart > Customer information > Shipping method > Payment method

Contact information

Already have an account? [Log in](#)

Email

Shipping address

First name

Last name

Address



108" Royal Blue Satin Round Tablecloth
Pack of 1 Tablecloth

\$36.95

Gift card or discount code

Subtotal

\$36.95

Shipping

Calculated at next step

Taxes

\$3.51

Total

USD **\$40.46**

What can we help you find?



Michael's
MAKE CREATIVITY HAPPEN™

My Store:

Hi, Sign in



SHOP CATEGORIES ▾ EASTER 🐰 SPRING 🌸 BULK BUYS FABRIC SHOP PROJECTS ▾ CUSTOM FRAMING WEEKLY AD

TODAY! 40% OFF ALL Regular Price Online Purchases VALID WED 3/20/19 • PROMO CODE: 19MARCH40W • Online Orders \$49+ Ship Free [Details](#)

[← BACK TO SHOPPING](#)

PayPal Checkout

The safer, easier way to pay

OR

[SECURE CHECKOUT >](#)

Your Cart - 2 Items

Subtotal: **\$9.98**



Michaels
7/8" Sheer Ribbon By
Celebrate It@ 360™

Item Number: 10025136
Color: Navy
Size: 7/8 in

[Edit](#)

[Move To Favorites](#)

[Remove](#)

Ship:

In stock & ready to ship

FREE Buy Online Pick Up In Store

In Stock at LA-PASADENA

Pick up same day if ordered by 5:00pm.

[Find at another store](#)

[Learn more](#)

\$4.99

Each: \$4.99

- 1 +

Order Summary

Order Subtotal:	\$9.98
Estimated Shipping	\$6.95
Estimated Tax ⓘ	TBD

Estimated Total: \$16.93

Promo Code

Enter Promo Code

[APPLY](#)



Michaels
7/8" Sheer Ribbon By
Celebrate It@ 360™

Item Number: 10024537
Color: White
Size: 7/8 in

[Edit](#)

[Move To Favorites](#)

Ship:

In stock & ready to ship

Store Availability:

Not sold at LA-PASADENA

[Find at another store](#)

\$4.99

Each: \$4.99

- 1 +

PayPal Checkout

The safer, easier way to pay
OR

[SECURE CHECKOUT >](#)



Party City

☰ Categories

Search

[← Continue Shopping](#)

Your Cart



Graduation Photo
Booth Kit 21 pc

Cardstock & Plastic Props

SKU: 739942

[Remove](#)

Ship to Address
Estimated Arrival
Mar 26, 2019
Based on 90032
[Update Shipping Details](#)

\$9.99/ea

- 1 +

\$9.99

Printed: 3/22/2019 4:35:14 PM
Store: 1

Sales Order #5385
Ordered: 3/22/2019
Associate: KRISTINE

Page 1

BJ PARTY SUPPLIES

245 W. Pomona Blvd
Monterey Park, CA 91754
Tel:(323)726-0152 Fax:(323)726-2243
bjpartysupplies@gmail.com
www.bjpartysuppliesinc.com

Bill To: PSI CHI
EMERALD AUEYOND
CAL STATE LA

Order Status: Open

Description	Attribute	Size	Qty	Price	Ext Price	Tax
REFILL 100psi	HeliumRefill	100psi	1	\$40.00	\$40.00	T
Percent Unfilled: 100						

	Subtotal:	\$40.00
TAXES	9.5 % Tax:	+ \$3.80
	TOTAL:	\$43.80
	Deposit Balance:	\$0.00
	Balance Due:	\$43.80

Thank you for your business :)

Shopping Cart



Tinsky Photo Booth Props 60 piece DIY Kit for Wedding Party Reunions Birthdays Photobooth Dress-up Accessories & Party Favors, Costumes with Mustache on a stick, Hats, Glasses, Mouth, Bowler, Bowties

In Stock
prime

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

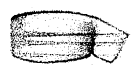
Price

\$9.99

[Best Deal](#)

Quantity

1



81ft Royal Blue Crepe Paper Streamers

Only 3 left in stock - order soon.
prime

Gift options not available. [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$3.23

[Best Deal](#)

1



81ft Black Crepe Paper Streamers

In Stock
prime

Gift options not available. [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$3.61

[Best Deal](#)

1



100 Pack 12" White & Dark Blue & Light Blue Balloons, Ocean Theme Party Decorations, Helium Balloons Thick Latex Balloon for Valentines Carnival Birthday Party Easter Mother's Day Party Supplies

In Stock
prime

\$11.98

[Best Deal](#)

[Add to Droplist](#)

1



Dowel Rod - Wood - 1/4 x 12 inches - 10 pieces

In Stock
prime

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$3.12

[Best Deal](#)

1



84 Champagne Flutes Premium 5.5 oz Clear Plastic Disposable, Perfect for Mimosas, Bloody Mary's, Wine Glasses, Sodas, Cocktail Clips, Parfaits, Sundaes and other Desserts

In Stock
prime

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$22.99

[Best Deal](#)

1



Creative Converting Cascade Graduation Centerpiece, Mini, Blue

Usually ships within 1 to 2 months

FREE Delivery for Prime members

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$2.52

[Best Deal](#)

2



Graduation Honor Cords (Silver and Navy Blue)

In Stock

Shipped from: Home & Graduation

Gift options not available. [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$6.00

[Best Deal](#)

26



Forum Novelties 25' Star Shaped Tinsel Wine Garland (Sky Blue)

Only 13 left in stock - order soon.
prime

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$6.99

[Best Deal](#)

1



SHEING 5000-Piece Transparent Reusable Water Beads Gel, Jade Green

In Stock
prime

This is a gift [Learn more](#)

[Delete](#) [Save for later](#) [Compare with similar items](#)

\$8.99

[Best Deal](#)

1

Subtotal (36 items): \$231.94



Golden
Eagle
Hospitality

for: Event # E35952
on: Friday, April 19, 2019

Client/Organization Psi Chi- Cal State LA	Event Date 4/19/2019 (Fri)	Booking Contact [REDACTED]	Event # E35952
Address		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Psi Chi- Cal State LA	Sales Rep Amy Miers	Theme	Guests 45 (Act)
			Category

Venue

Description	Type	Start 6:45 pm	End 7:00 pm	Banquet Room Student Union	Setup Style Delivery
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Food & Beverage

Food/Service Items	Unit	Price	Total
Deliver to USU San Gabriel Room at 7:00PM			
Bring on Rolling Tables			
(45) Disposables	Each	0.50	22.50
(35) Option D - Buffet	Guest(s)	26.00	910.00
-Mixed Salad with Chef's Choice Dressing			
-Angus Sirloin Steak with Chimichurri Sauce			
-Grilled Asparagus			
-Bread and Butter			
-Chef's Choice Dessert			
-Iced Tea and Water Service			
(10) VEGAN Buffet	Guest(s)	22.00	220.00
-Mixed Salad with Chef's Choice Dressing			
-VEGAN Spinach Polenta Stuffed Portabello Mushroom			
-Grilled Asparagus			
-VEGAN Cookies			
-Iced Tea and Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,152.50	0.00	0.00	0.00	0.00	0.00	0.00	1,152.50
Service Charge	195.93	0.00	0.00	0.00	0.00	0.00	0.00	195.93
Taxes	128.10	0.00	0.00	0.00	0.00	0.00	0.00	128.10
Total	1,476.53	0.00	0.00	0.00	0.00	0.00	0.00	1,476.53

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

Subtotal	1,152.50	Paid	0.00
Tax	128.10	Balance	1,476.53
Service Charge	195.93		
Total Value	1,476.53		

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)