

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: 

Organization

Club/Organization: Sigma Lambda Beta
 Event Title: Painting with the Betas
 Date(s) of Event: 4-23-19 Semester Select One...
 Location of Event: USU Montebello Room
 Expected Total Attendance: 27
 Expected Attendance of Cal State LA Students: 20

Event Description and Total Cost Breakdown

Briefly describe the event:

Our organization will be hosting a destress workshop that encourages students to paint. Supplies will be provided to attendants who want to participate and want to help destress students before final.

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

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

This event will help students relax before upcoming finals.

Hospitality

Description	Amount
Acrylic Paint 3 Sets	\$38.64
Blank Canvas Portraits (20)	\$44.60
Paint Brush Set of 8	\$15.99

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$99.23
 Amount Requested from ASI: \$99.23
 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: SK

19 APR 5 PM 11:42:10

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: Sigma Lambda Beta PHONE: [REDACTED] DATE: 3-6-19
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Painting with the Betas LOCATION: VSV Monrebo Room
 EVENT DATE: 4-23-19 BEGIN TIME: 4:30pm END TIME: 5:00pm ESTIMATED ATTENDANCE: 21

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 organization will be hosting a distress workshop that encourages students to paint. We will be providing supplies to attendants who wish to participate. This event is to help students ~~to~~ unwind from upcoming finals.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Instagram.com/slabetas 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.

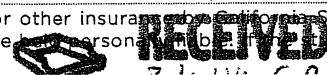
WILL ALCOHOL BE PRESENT AT THE EVENT? NO YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

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 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

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): [REDACTED] DATE: 3/6/19
 ADVISOR'S NAME: [REDACTED] SIGNATURE: [REDACTED] DATE: 3/5/19

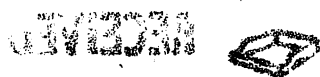
ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [REDACTED] DATE: 3/16/19
 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)





*Painting
with the
Betas*

April 23 • USU Montebello Room
2PM-3PM


Come destress with us before finals!
Supplies will be provided

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

Register or Login to save items in your cart for later

Can we Help?
1-800-828-4548

My Shopping Cart


 The Product [05266-1008] has been removed successfully


Add by Item #
(ex:01637-1020)

Enter Item #

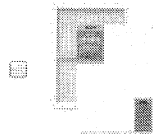
X 1

Add To Cart

 Help with shopping

 Printer-Friendly Version

ITEM	QUANTITY	ITEM PRICE
------	----------	------------



Blick Studio Traditional Profile
Cotton Canvas - 9" x 12", 3/4"
Profile
Item#: 07135-2003


20

Remove
Move to list




\$44.60
\$2.23 each

Select All

 Move to list

Remove

Update Cart

 Empty Cart



We ship to the US and internationally.

Estimate shipping and taxes
Enter zip code:

zip code

Estimate

Subtotal: \$44.60
 Handling: \$0.00
 Total: TBD


Check out

YOUR CART

Check out

or check out with

 USE YOUR AMAZON ACCOUNT

Check out with 

Subtotal: \$44.60
 Handling: \$0.00
 Total: TBD

We ship to the US and internationally.

Estimate shipping and taxes



Roll over image to zoom in

22-4806 Sargent Art Primary Acrylic Paint Set, 4 Ounce, 6-Pack

by Sargent Art

★★★★☆ 66 customer reviews | 10 answered questions

Was: ~~\$16.18~~

Price: **\$11.18** ✓prime

FREE Shipping on orders over \$25—or get **FREE Two-Day Shipping** with Amazon Prime

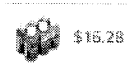
You Save: \$5.00 (31%)

In Stock.

Want it Sunday, April 7? Order within 11 hrs 13 mins and choose **Two-Day Shipping** at checkout. Details

Ships from and sold by Amazon.com. Gift-wrap available.

Color: **Primary**



- Economical for school and artists
- Non-Toxic and Conforms to ASTM D 4236
- Made in the USA

New (4) from \$11.18 & FREE shipping on orders over \$25.00. Details

Introducing Belei Skincare

Share

One-time purchase:
\$11.18

Qty: 1 ▾

Add to Cart

Buy Now

Deliver to Los Angeles 90032

Subscribe & Save:
\$11.18

Other Sellers on Amazon

\$16.79

+ Free Shipping

Sold by: -Supermart

\$16.89

& FREE Shipping on



Roll over image to zoom in

Sargent Art Acrylic Paint Set, 4-Ounce, 6-Pack

by Sargent Art

★★★★☆ 66 customer reviews | 10 answered questions

Price: \$16.28 ✓prime

FREE Shipping on orders over \$25—or get **FREE Two-Day Shipping** with Amazon Prime

Color: **Secondary**



\$11.18



\$16.28

- Water-resistant after drying and can be used on most any surface
- AP certified Non-Toxic and safe conforms to ASTM d 4236
- Made in the USA
- 6 pack includes Color, turquoise, orange, peach, magenta, brown, and violet.
- Paint For Adults Paint For kids Paint for school Great for professional painting

New (1) from \$16.28 & FREE shipping on orders over \$25.00 shipped by Amazon. Details

Share

\$16.28

✓prime

FREE Shipping on orders over \$25—or get **FREE Two-Day Shipping** with Amazon Prime

Want it Sunday, April 7? Order within 11 hrs 11 mins and choose **Two-Day Shipping** at checkout. Details

In Stock.

Qty: 1 ▾



Add to Cart

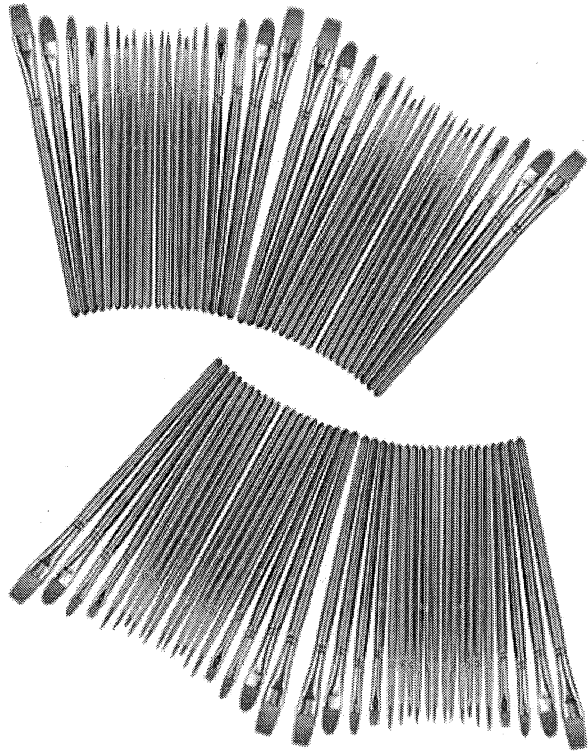


Buy Now

Sold by E SHOPPE and Fulfilled by Amazon. Gift-wrap available.

📍 Deliver to Los Angeles 90032

Add to List



Professional Paints Brushes Set 8 Pack by heartybay, Nylon Hair Brush Sets Acrylic Blue Round Pointed Paint Bristle for Watercolor Oil Painting & Gouache Art, Perfect for Kids Beginner and Artist

by heartybay

★★★★☆ 1,277 customer reviews | 83 answered questions

Price: \$15.99 ✓prime

FREE Shipping on orders over \$25—or get **FREE Two-Day Shipping** with Amazon Prime

In Stock.

Want it tomorrow, April 6? Order within 22 hrs 23 mins and choose **One-Day Shipping** at checkout. [Details](#)

Sold by heartybay Direct and Fulfilled by Amazon. Gift-wrap available.

Size: **8pack**

1pack \$4.99	2pack \$6.99	3pack \$8.99	4pack \$9.99	5pack \$11.99
6pack \$12.99	8pack \$15.99	10pack \$20.99		

- **8 PACKS of 10 SIZES ART BRUSHES:** The paint brushes set with a variety of shapes make **MIXING COLOR** easier, perfect for artists,

Share 1K+ Shares

One-time purchase:
\$15.99

Qty: 1 ▼

Deliver to Los Angeles 90032

Subscribe & Save:
 5% 10%
\$15.19

Have one to sell?