

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: _____

Officer Title: _____

Address: _____

City/State/Zip: _____

Phone & Email: _____

Officer Signature: 

Organization

Club/Organization: Sigma Nu

Event Title: Nu Games Silent Disco

Date(s) of Event: 4/26/19 Semester Select One...

Location of Event: Green Lee Plaza

Expected Total Attendance: _____ 100

Expected Attendance of Cal State LA Students: _____ 100

Event Description and Total Cost Breakdown

Briefly describe the event:

After a week long of events to raise money for Burrito Project LA, we are going to end the week with a Silent Disco to dance away all the hard work

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

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

Silent Disco is a fun way to relieve stress and the purpose of the event itself is to also raise money.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
150 Headsets	\$990.00

Event Summary

Total Cost of Event: \$990.00

Amount Requested from ASI: \$990.00


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: 

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: Sigma Nu PHONE: [REDACTED] DATE: 3/18/19
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: Silent Disco Awards Dance LOCATION: Green Lee Plaza
EVENT DATE: 4/26/19 BEGIN TIME: [REDACTED] END TIME: [REDACTED] ESTIMATED ATTENDANCE: 150

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):
To end the hardwork of everyone, we wanted to put on a dance to let everyone release stress.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)
 PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: [REDACTED] 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 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: Costco
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
VA 4/4/19

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.

Admission: \$5 Snacks: \$1

PRESIDENT: [Redacted] SIGNATURE: [Signature] DATE: 3/26/19
 TREASURER: [Redacted] SIGNATURE: [Signature] DATE: 3/26/19
 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: 3/27/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 4/4/19

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: 4/26/19 Estimated Attendance: 100

Name of Event: Silent Disco

Type of Event: Dance Location: Green Lee Plaza

Sponsoring Organization: Sigma Nu

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

Time:
Access Time: 6 a.m./p.m. to 10 a.m./p.m.
Event Time: 6 a.m./p.m. to 9:30 a.m./p.m.

COSTCO
2207 W Commonwealth
Ave, Alhambra CA 91803

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: _____

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. chips, packaged cookies

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

List all beverages to be sold/served: water, soda, gatorade (Pepsi Products ^{only})

Where will beverages be prepared or purchased? COSTCO

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

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.

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

2. Center for Student Involvement (UU 204) (Student Organizations Only) _____
Date 4/3/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____
Date 4/3/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244) _____
Permit No. 19-331 Date 4/4/19

"Viva Las Nu Games" Silent Disco



Date: April 26, 2019

Location: Green Lee Plaza

Time: 6pm-9:30pm



 @sigmanucalstatela



Sigma Nu Fraternity Silent Disco | LA, CA | 150 Headsets | 4/26

2 messages

<patrice@silentstorm.me>

Mon, Apr 1, 2019 at 2:49 AM

To: [Redacted]

Hi [Redacted]

Thank you for the opportunity to help bring silent disco to your event. We still have some availability for 4/26, so let me know your thoughts -- and feel free to give us a call at (347) 857-8676 if you have any questions.

Pricing Breakdown: (3-channel, light-up) headsets: \$6/headset for the first day of an event & \$4/headset for each consecutive day of an event*

- * Transmitter(s) are included in pricing
- * We have a minimum order of \$180 (plus delivery)
- * Round trip door-to-door delivery is fixed at \$90

Cost Summary:

- 150 headsets for one day: ~~\$900~~ + round trip shipping (~~\$90~~), totaling ~~\$990~~ (plus tax)

This price includes headsets, chargers (for multiple day rentals for Trooper model), transmitter (s) and a dedicated account manager for remote 24-hour event prep and support.

Our equipment is compatible with any music source - whether it's a live band, DJ or your laptop or iPod. We allow the autonomy for you to run your event the way you envision it by utilizing your own talent, staff, and representation (if you desire). We will guide you through every step of the process and provide full preparatory training for you and your team to ensure your event's success.

The equipment would be scheduled to arrive no later than the morning of your event, however, we will do our best to ensure it arrives by the day prior to your event at the address of your choice -- or to a local FedEx of your choice to be held for pick up. It would need to be returned the next day following your event however it may wait until the next business day following your event, depending on availability. We will email you shipping labels to secure to the same packaging the equipment will arrive in. We can either schedule a pick up (FedEx asks for a 5-hour window) at the address of your choice -- or you may drop the shipment off at a local FedEx if that's more convenient.

How does this pricing work in terms of your budget? Let me know your thoughts so we can continue the conversation. If you're interested in making a reservation while the equipment is available, let me and I can work on putting together the Agreement for you. I look forward to working with you and helping actualize your vision for your event!

Thanks!

Patrice
Fax/Hotline: (347) 857-8676
Silent Storm Website | Videos | Photos
