

# 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: Statement Unbound  
 Event Title: Statement Launch  
 Date(s) of Event: 04/29/2019 Semester Spring Select One  
 Location of Event: Golden Eagle Ballroom  
 Expected Total Attendance: 150  
 Expected Attendance of Cal State LA Students: 100

**Event Description and Total Cost Breakdown**

Briefly describe the event:  
 Celebration of magazine printing. Artists present their work and published authors read their winning submissions.

Is the event open to all Cal State LA students?: **Select One...**  
 How will this program enhance the Cal State LA experience?:  
**This is an annual event designed to encourage literature and arts exposure on campus.**

**Hospitality**

Description	Amount
University Catering	3818.78

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount
Decorations	97.76

**Event Summary**

Total Cost of Event:	\$3,976.54
Amount Requested from ASI:	\$3,000
Amount from other sources:	\$976.54

What other resources are you employing for this event?

**For Office Use Only • Do Not Write Below**

- Important:**
- All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
  - Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*
  - 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

11:09 AM 5/18/19

# 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: Statement Unbound PHONE: [REDACTED] DATE: [REDACTED]  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: Statement Launch LOCATION: Culver Eagle Ballroom  
 EVENT DATE: [REDACTED] BEGIN TIME: [REDACTED] END TIME: [REDACTED] ESTIMATED ATTENDANCE: 300

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):

End-of-year celebration of the magazine. Readings from all published authors.

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

PRINTED POSTCARDS  PRINTED POSTERS/FLIERS  SOCIAL MEDIA: @statement\_magazine - calstate la  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: University Catering  
 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 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

BY: om

## 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.

PRESIDENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TREASURER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 U-SU STUDENT ORGANIZATION ACCOUNT #: \_\_\_\_\_ 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 \_\_\_\_\_ SIGNATURE (USE BLUE OR BLACK INK ONLY) \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADVISOR'S NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
 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)



# STATEMENT MAGAZINE'S

## DRINK

Monday, April 29nd  
4:30 PM - 6:30 PM  
Golden Eagle Ballrooms



**Golden  
Eagle  
Hospitality**

for: Event # E35958  
on: Monday, April 29, 2019

Client/Organization Statement Magazine		Event Date 4/29/2019 (Mon)	Booking Contact [REDACTED]	Event # E35958
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 150 (Act)
Party Name Statement Magazine	Sales Rep Amanda Tapia	Theme Banquet	Category	

**Venue**

Description	Type	Start	End	Banquet Room	Setup Style
		5:30 pm	9:00 pm	Ballrm 1-2	Banquet 10

**Setup Notes**

**Food & Beverage**

Food/Service Items	Unit	Price	Total
Food and Drink Station setup on North Side			
Setup in GE Ballrooms 1-2			
**Food Station** *5:15PM**			
(150) Disposables	Each	0.50	75.00
(150) Special Menu Buffet	Guest(s)	17.00	2,550.00
-Cesar Salad with Ranch Dressing			
-Grilled Sliced Chicken with Lemon-Herb Sauce			
-Black Bean and Corn Salad			
-Roasted Red Potatoes			
-Dinner Rolls with butter			
-Lemonade & Water Service			
To be served at 6:45pm			
(1) -Hot Water with Assorted Teas	Gallon(s)	22.00	22.00
(1) -Red Velvet Cake (1/2 Sheet):	Each	55.00	55.00
(1) -Chocolate Ganache with Chocolate Frosting (1/2 Sheet) to read	Each	55.00	55.00
"Congratulations Statement 2018"			
-Water Service			

**Equipment/Miscellaneous**

Food/Service Items	Unit	Price	Total
**Ballroom Setup**			
(20) Rounds of 10 with GOLD LINEN	Each		
(1) Stage-South Wall	Each	125.00	125.00
(1) Av Cart, Projector and Screen-South Wall	Each	50.00	50.00
(1) Podium and Microphone	Each	50.00	50.00
(1) 7ft Table with White Linen and Black Skirting (for PROMO Materials)	Each	5.00	5.00
(3) Easels	Each	5.00	15.00

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

(THROUGHOUT the Event)

Notes

Food to be sent out at 05:15 PM  
 FOOD TAKE DOWN: 7:30PM  
 Desert and Coffee stations to be set out at 6:30 PM  
 Please separate Food and Drinks Stations  
 1-Food Station  
 1-Drinks Station








	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,757.00	0.00	0.00	245.00	0.00	0.00	0.00	3,002.00
Service Charge	468.69	0.00	0.00	41.65	0.00	0.00	0.00	510.34
Taxes	306.44	0.00	0.00	0.00	0.00	0.00	0.00	306.44
<b>Total</b>	<b>3,532.13</b>	<b>0.00</b>	<b>0.00</b>	<b>286.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,818.78</b>

Subtotal	3,002.00	Paid	0.00
Tax	306.44	Balance	3,818.78
Service Charge	510.34		
Total Value	3,818.78		

**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)

**Statement Launch (Spring 2019)***"Statement Magazine Launch"*

Title	Comments	Price	Quantity	Has
 <b>Lobyn Value Packs Blue Gold Foil Fringe Door &amp; Window Curtain Party Decoration 3' X 8' (36" X 96") (Combo Pack)</b> Offered by South Jersey Flags.		\$11.14	1	0
 <b>45pcs DIY Navy Blue Gold Party Decorations Supplies Blue Birthday Baby Shower Party Decor Blue Gold Cream Paper Pom Poms Lanterns Balloons Dot Paper Garland Wedding, Bridal Shower Festival Party Decor</b> Offered by FATPET.		\$13.69	1	0
 <b>Blue &amp; Silver Confetti Balloons Agate Marble Stripe Assorted Colors Party Balloon [12 Inch, Pack of 20] Metallic Latex Balloons for Baby Shower Birthday Wedding NYE Party Decoration Supply - Blue Set</b> Offered by Roybens.		\$10.99	1	0
 <b>Voplop Paper Pom Poms - 20 pcs of 8, 10, 14 Inch - Paper Flowers - Perfect For Wedding Decor - Birthday Celebration - Table and Wall Decoration (Blue mix)</b> Offered by Voplop Products.		\$13.98	3	0
 <b>HAHOME Waterproof Fairy String Lights,33Ft 100 LEDs Indoor and Outdoor Starry Lights with Power Supply for Christmas Halloween Wedding and Party Decoration,Blue</b> Offered by Bestdealstore.		\$12.99	3	0
 <b>KATCHON 2019 Blue with Blue Stars Set 2019 Blue Balloons for New Years Eve and Graduations Party Supplies - Large, 2019 New Years Eve Party Supplies Decorations - Graduation Party Supplies</b> Offered by KatchOn™ Store.		\$14.97	1	0
 <b>Scalloped Book Page Roses, Paper Flowers Wedding Decorations, 24 Piece Set, Mini 1.5" Floral Bridal Shower Table Decor, Graduation or Teacher Gift</b> Offered by Always In Blossom.		\$20.00	12	0