

# FUNDING REQUEST FORM

2019-2020

## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- 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.

- EVENT FLYER WITH ASI LOGO     
  CSI EVENT REGISTRATION FORM     
  ESTIMATES/FOOD PERMITS     
  EVENT ESTIMATES / INVOICES

## PART 2 - CONTACT & ORGANIZATION

OFFICE:   
 TITLE:   
 ADDRESS:   
 CITY:   
 PHONE:   
 SIGNATURE: *Joseph W. Cole*

CLUB/ORG: Accounting Society  
 EVENT TITLE: Accounting Society Banquet  
 DATE(S) OF EVENT: 11/15/19 SEMESTER: FALL  
 EVENT LOCATION: Golden Eagle Ballroom  
 EXPECTED ATTENDANCE: 100  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 75

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO

BRIEFLY DESCRIBE THE EVENT:

Accounting Society will be hosting its first Professional-Student Banquet. This event will allow students to network with professionals.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will enhance students because it will help students communicate effectively with professionals. It will also let them gather professional connections for future opportunities.

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Food	2,400.00		
Equipment	526.00		
Service Charge	497.42		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Taxes	266.76

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 3,690.18  
 TOTAL REQUESTED FROM ASI: 3,000.00  
 AMOUNT FROM OTHER SOURCES: 690.18

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:



### OFFICE USE ONLY

STAFF INITIALS: *SK*

TIME STAMP:

NOV 15 2019 10:50





Golden  
Eagle  
Hospitality

for: Event # E37716  
on: Friday, November 15, 2019

Client/Organization Accounting Society	Event Date 11/15/2019 (Fri)	Booking Contact [REDACTED]	Event # E37716
Address 5154 State University		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Accounting Society's Professional-Stu	Sales Rep Amanda Tapia	Theme	Guests 100 (Act)
			Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:00 pm	9:00 pm	Ballrm 2-3	Banquet 8

### Food & Beverage

Food/Service Items	Unit	Price	Total
(100) Buffet Style Dinner - Served 5:30-7:30pm	Guest(s)	24.00	2,400.00
Traditional Caesar Salad			
-Sliced Tri-Tip w/ a Cabernet Sauce			
-Vegan/Vegetarian Option-Grilled Vegetable Tower over Rice Pilaf w/ a Balsmic Glaze	Guest(s)		
-Mashed Potatoes			
-Seasonal Vegetables			
-Homemade Bread & Butter			
-1/2 Sheet- Chocolate Cake w/ Vanilla Frosting			
-1/2 Sheet- Vanilla Cake w/ Chocolate Frosting			
Pink Lemonade, Iced Tea and Water Service			

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
**Entrance through Ballroom #3**			
(1) Parking Lot Rental (Requesting Digital Permits)	Each	175.00	175.00
(1) Check-in Table w/ 2 Chairs- Outside Ballroom #3	Each		
(13) Round Tables w/ White Linen	Each		
Client to provide Diagram for amount of seats per table			
(100) Alternating Gold & Ivory Napkins- PER SEAT	Each		
(13) Table Sands w/ Numbers	Each	2.00	26.00
(2) Av Cart, Projector and Screen	Each	50.00	100.00
(3) Risers- Straight line	Each	75.00	225.00

### Notes

Set-up at: 3:30pm  
Check-in: 4:30pm  
Doors Open: 5:00pm  
Food Served: 5:30pm  
Event End: 9:00pm

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

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,400.00	0.00	0.00	526.00	0.00	0.00	0.00	2,926.00
Service Charge	408.00	0.00	0.00	89.42	0.00	0.00	0.00	497.42
Taxes	266.76	0.00	0.00	0.00	0.00	0.00	0.00	266.76
Total	3,074.76	0.00	0.00	615.42	0.00	0.00	0.00	3,690.18

Subtotal	2,926.00	Paid	0.00	
Tax	266.76	Balance	3,690.18	
Service Charge	497.42			
Total Value	3,690.18			

**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)



UNIVERSITY  
STUDENT UNION

Event Registration

## Accounting Society's Professional-Student Banquet

Submitted By [REDACTED] on 10/8/2019 1:47:36 PM

[APPROVED]

### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

### Host Organization Name

What Organization/Department is hosting the event?

Accounting Society

### Event Name

Accounting Society's Professional-Student Banquet

### Estimated Attendance

100

### About the event

Please describe what this event is about and include all intended activities that will take place.

This event allows students to connect with accounting professionals from various firms and companies. This event is the first banquet event that Accounting Society is hosting that has around 50 accounting professionals that will attend.

### Time & Location

#### Start Date/Time

11/15/2019 - 5:00 PM

#### End Date/Time

11/15/2019 - 9:00 PM

On campus

## On Campus Locations

Other (describe in address/location field)

## Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.  
Cal State LA Golden Eagle Ballroom

## Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

### Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

### Officer Contact Phone Number

[REDACTED]

### Contact Email

Provide the officer's email address

[REDACTED]

### Organization Advisor Phone Number

[REDACTED]

### Organization Advisor Name

[REDACTED]

### Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. 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.

Social Media

### Social Media Site

Instagram

### Social Media Handle

as.csula

### Who is invited to this event?

Student organization members

Cal State LA Community

### Will off-campus media be notified about this event?

No

Tags

CONFERENCE/CONVENTION

LEADERSHIP DEVELOPMENT

### Cover Image

Please select an image that corresponds to your event.



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.  
Conference/Convention

### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

### Will the event have security?

No

### Who will be providing the food?

University Catering

### Will food be served at the event?

Yes

**organization**

Yes

**Will you be requesting funding from Associated Students, Incorporated?**

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.  
For any other questions contact the Vice President for Finance by calling 323-343-4778.

**Will a movie be shown at this event?**

No

**Will alcohol be served at this event?**

No

**Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?**

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

**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. How will these benefit the organization?

Officer: \$15, Gold Member: \$20, Committee Member: \$25, Silver Member: \$30, Non-Member: \$40

**How does your organization meet the Student Organization Funds Administration Policy?**

Subject to verification.

University-Student Union Account

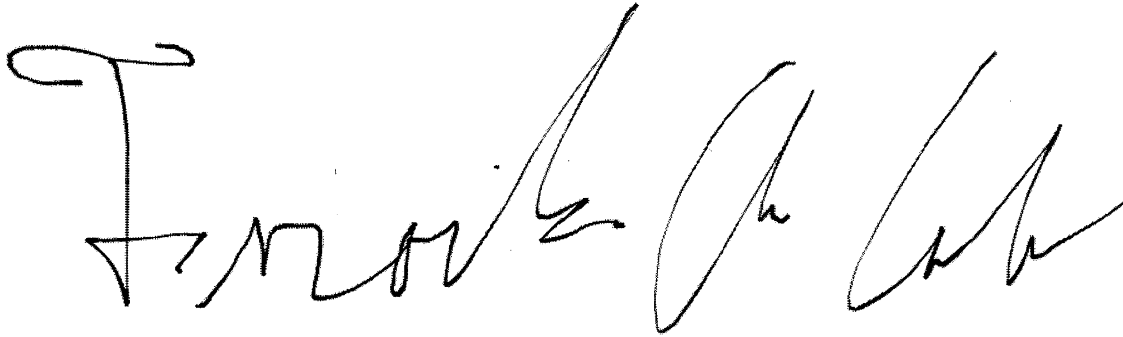
**U-SU Student Organization Account #**

BC002



AS AN OFFICER OF THIS ORGANIZATION, 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.

Signature Pad Field

A handwritten signature in black ink, appearing to read "Timothy J. Smith". The signature is written in a cursive style with a large initial "T".

## Event Guidelines & Resources

### Student Organization 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 the Office of the Dean of Students.

**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 can be found in the Student Organization Handbook.

**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 Waiver Forms:** 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.

### Student Organization Event Resources

## Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your

- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

## **Additional Resources**

### **University-Student Union Event Space Forms**

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

### **Use of Facilities Forms:**

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
  - Filming Request Application
-

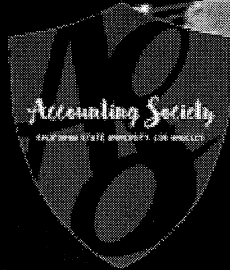
# Accounting Society's Professional - Student Banquet Fall 2019

Date: November 15, 2019

Time: 5 pm to 9 pm

Location: Cal State LA Golden Eagle  
Ballroom

Come and  
make connections  
with professionals



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

Accounting Society CSULA  
[as.esula](http://as.esula)  
[www.ascsula.com](http://www.ascsula.com)

Questions/Comments/Concerns?

Contact: [president.as.esula@gmail.com](mailto:president.as.esula@gmail.com)