

FUNDING REQUEST FORM

2019-2020

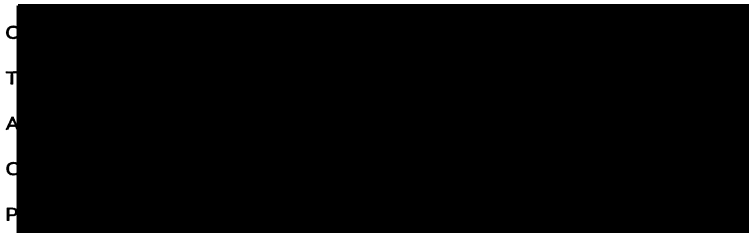
PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

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

PART 2 - CONTACT & ORGANIZATION



CLUB/ORG: Beta Gamma Nu
 EVENT TITLE: Bros giving
 DATE(S) OF EVENT: 11/21/19 SEMESTER: FALL
 EVENT LOCATION: Golden Eagle ball Room
 EXPECTED ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 25

SIGNATURE:

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event will be a diner with the national president of Beta Gamma Nu/ chapter advisor/CSULA alum and current member of the chapter.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The diner will enhance the CSULA experience by allowing ur new/currently members to build a sense of community by interacting with CSULA alum, thus engcouring them to continue being involve in school.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Golden Eagle Hospitality	1,441.29		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Equipment (podium and microphone)	50.00
		Equipment(AV cart, projector, screen)	75.00
		TAX for equipment	21.25

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	1,587.54
TOTAL REQUESTED FROM ASI	1,587.54
AMOUNT FROM OTHER SOURCES	1,587.54

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 none

OFFICE USE ONLY

STAFF INITIALS SV
 TIME STAMP: 19 OCT 25 AM 11:58:49





Golden
Eagle
Hospitality

for: Event # E37827
on: Thursday, November 21, 2019

Client/Organization Beta Gamma Nu	Event Date 11/21/2019 (Thu)	Booking Contact [REDACTED]	Event # E37827
Address 5151 State University Dr.		City, St/Prov Postal Los Angeles, 90010	Booking Tel [REDACTED]
Party Name Beta Gamma Nu- Brosgiving	Sales Rep Amanda Tapia	Theme	Guests 50 (Act)
			Category

Venue

Description	Type	Start 7:00 pm	End 10:00 pm	Banquet Room Ballrm 1	Setup Style Banquet 10
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Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Food Served at 7:30pm				(1) Check-in Table	Each		
(50) Disposables	Each	0.50	25.00	(1) Podium and Microphone	Each	50.00	50.00
(50) Buffet-Style Luncheon	Guest(s)	22.00	1,100.00	(1) AV Cart, Projector and Screen (client to provide laptop)	Each	75.00	75.00
-Sliced Roasted Turkey Breast w/ Gravy							
-Mashed Potatoes w/ Gravy							
-Country Stuffing							
-Baked Macaroni & Cheese							
-Lemoande and Water							

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,125.00	0.00	0.00	125.00	0.00	0.00	0.00	1,250.00
Service Charge	191.25	0.00	0.00	21.25	0.00	0.00	0.00	212.50
Taxes	125.04	0.00	0.00	0.00	0.00	0.00	0.00	125.04
Total	1,441.29	0.00	0.00	146.25	0.00	0.00	0.00	1,587.54

Subtotal	1,250.00	Paid	0.00
Tax	125.04	Balance	1,587.54
Service Charge	212.50		
Total Value	1,587.54		

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)



BATA GAMMA NU

DELTA CHAPTER

PRESENTS

BROSGIVING



THURSDAY | NOVEMBER 21, 2019
DINNER STARTS AT 7PM

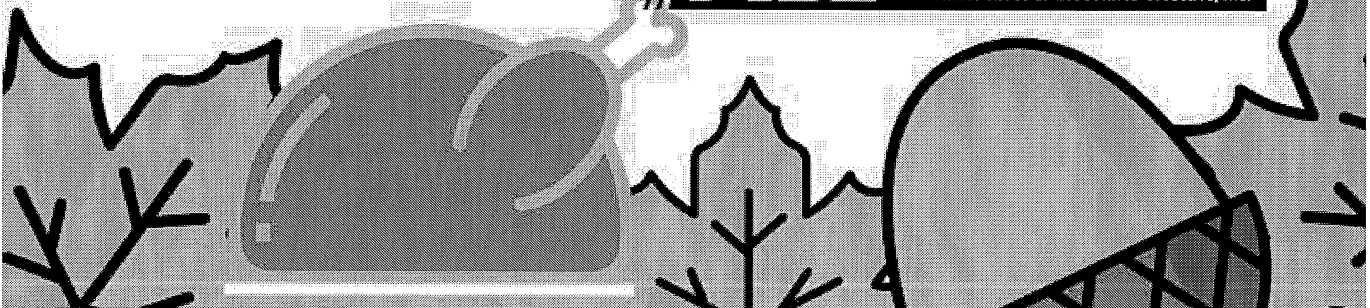
3RD FLOOR GOLDEN EAGLE BUILDING BALLROOM

RSVP WITH ALBERT:

626-409-8734



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





Event Registration

Brosgiving

Revised B [REDACTED] on 10/25/2019 12:14:57 PM - Version 2

[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?

Beta Gamma Nu

Event Name

Brosgiving

Estimated Attendance

50

About the event

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

The brothers of Beta Gamma Nu will like to celebrate thanksgiving, so we will like to have all the brothers whom at one point were CSULA students and established their membership with BGN at this campus. This dinner will be a great opportunity for our new members to have a family dinner with all the brothers/national president/advisor that continue to be important to the continuous success of our organization. We will begin with an icebreaker, so new members become accounted with older brothers then we plan to have dinner together while sharing important events with the younger brothers, so that they are successful in the upcoming year. Finally, we will utilized this time to have brother bonding time were we talk and get to know more about each other.

Time & Location

Start Date/Time

11/21/2019 - 7:00 PM

Where will the event take place?

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.
3rd Floor Golden Eagle Building ballroom (half of the room)

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

[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

fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU _____" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Other

What other methods of marketing will your organization use?

Printed invitations

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

FOOD

SOCIAL

Cover Image

Please select an image that corresponds to your event.



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DELTA CHAPTER
PRESENTS
BROSGIVING**

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DINNER STARTS AT 7PM**

**3RD FLOOR GOLDEN EAGLE BUILDING BALLROOM
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626-409-8734**



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Social Program

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

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

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

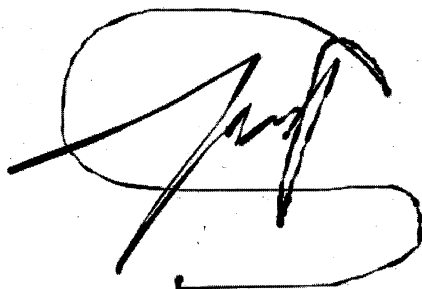
Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

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

No

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 be 'J. Smith', written over a large, faint, oval-shaped signature pad.

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 organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit

Additional Resources

University-Student Union Event Space Forms

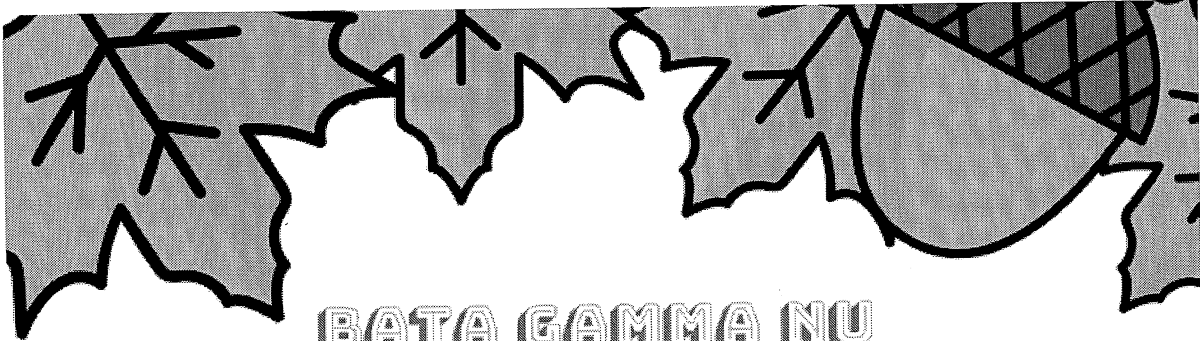
The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- 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
-



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Event Details

Event Category

Please select one of the categories above that best describes your event. Note: organization meetings do not need to be registered.