

FUNDING REQUEST FORM

2019-2020

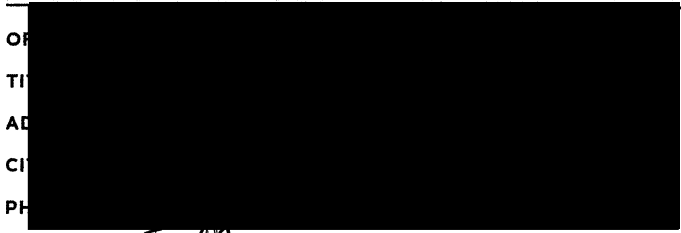
PART 1 - NOTICE & CHECKLIST

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: LA MuSci
 EVENT TITLE: LA MuSci Benefit Concert
 DATE(S) OF EVENT: 11/15 SEMESTER: FALL
 EVENT LOCATION: U-SU Theatre
 EXPECTED ATTENDANCE: 100
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

SIGNATURE: *Ju Nguyen*

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This is LA MuSci benefit concert. Funds will be raised in order to support organizations on campus.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will give Cal State LA students an opportunity to attend a free concert and if they want, contribute to a cause for good.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS		
MARKETING	LA MuSci Table Cloth	143.18	OTHER	Decorations: Balloon Column	105.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 248.18
 TOTAL REQUESTED FROM ASI 248.18
 AMOUNT FROM OTHER SOURCES 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS *SR*

TIME STAMP:

19 OCT 21 AM 11:55:44



-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

Event Registration

EXPORT EDIT

APPROVALS REVISIONS

LA MuSci Benefit Concert

Revised By: Candice Varnado, cvarnad@calstatela.edu on 9/26/2019 9:38:18 AM - Version 3

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 Event Name organization who will be hosting this event. LA MuSci Benefit Concert

Student Organization

About the event

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

Host Organization Name

What Organization/Department is hosting the event? LA MuSci

This is a benefit concert showcase featuring internationally awarded musicians from CSULA and from other schools. Funds raised will be donated to the Counseling and Psychological Services (CAPS) organization on-campus. Activities may include: performances by harpists, violinists, and cellists, as well as a potential featured keynote speaker from CAPS.

Estimated Attendance

100

Time & Location

Start Date/Time

11/15/2019 - 5:00 PM

End Date/Time

11/15/2019 - 8:00 PM

Where will the event take place?

On campus

Location

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

U-SU Theatre



Create



Support



Settings

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

Officer Contact Phone Number

Contact Email

Please provide the name of the officer submitting this form

Provide the officer's email address

[Redacted]

[Redacted]

[Redacted]

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Organization Advisor Name

[Redacted]

Organization Advisor Phone Number

[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.

How do you plan on marketing this event?

Email

Website

Website URL for marketing

Requires http:// or https://
lamusci.tk

Who is invited to this event?

Cal State LA Community

General Public

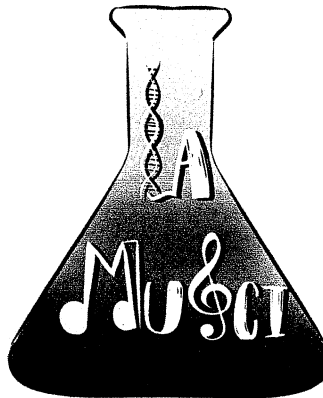
Will off-campus media be notified about this event?

No

Tags

MUSIC & ENTERTAINMENT

Cover Image



-  Create
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-  Settings

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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.
 Other

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

Will food be served at the event?

No

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

No

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

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Acknowledgment

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.

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Signature Pad Field

Dashboard



Manage



Track



Assess



Engage

(https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/ab1d36c3-23f6-47ff-b3d4-621be43c5a83.png?sv=2018-03-28&sr=b&sig=llsmkD9y%2FXA89VAKKO6vk9QKHlFD0PHalhfmqs82s5E%3D&st=2019-10-16T21%3A14%3A39Z&se=2019-10-16T21%3A29%3A39Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Dbb382e5e-2567-4c20-b093-949da9ee03de_2019-09-24T02.23.16.7113.png)

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.

(http://www.calstatela.edu/studentconduct)

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages

(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019.pdf), 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

(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf) 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

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
(http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/temporary)
- Request to Serve Alcoholic Beverages Form
(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1)

Additional Resources

(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505_appendix.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 (https://www.calstatelausu.org/Applications.php).

- External Table Request Form
(https://www.calstatelausu.org/usuforms/u-operations/sp2019/External_Table_Request_Form.pdf)
- Information Table Request Form
(https://www.calstatelausu.org/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf)
- Meeting Request Form
(http://https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf)
- Outdoor Event Request Form
(https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Outdoor_Space_Request_Formv2.pdf)

Use of Facilities Forms:

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Create



Support



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the Student Organization Handbook.
 (http://www.calstatela.edu/studentservices/events-food-alcohol-and-campus-venues-alcohol)

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities
 (http://www.calstatela.edu/usefacilities).

Publicity: All publicity material must comply with University Administrative Procedures AP P003
 (http://www.calstatela.edu/sites/default/files/users/u6423/10083.pdf) and AP P007
 (http://www.calstatela.edu/sites/default/files/groups/Administration/StudentAffairs/Policy/p007.pdf).

- External Space Request Form
 (http://www.calstatelaus.org/usuforms/usu/operations/sp2019/External%20SPACE%20Request%20Form.pdf)
- Filing for Student Finance
 (http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Pul)

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.

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MY FIESTA SUPPLIES

State of California Small Business
Certification Number # 2012500

Quote

1305 CRYSTAL STREET
LOS ANGELES, CA 90031

323-221-3755
323-217-4035
myfiestasupplies@sbcglobal.net
www.myfiestasupplies.com

Invoice No: 4429
Date: 10/14/2019
Terms: Net 00

Order No:

Bill To:
California State University Los Angeles

5151 State University Drive
Los Angeles, CA 90032

Ship To:

LA MuSci President

Ship Date: 11/15/2019
Delivery Time: 5

Color Scheme

Theme 'Note

Code	Description	Qty/Hours	Rate	Amount
	5' Partial Balloon Columns	2.00	\$40.00	\$80.00
	Discount Applied	1.00	(\$7.60)	(\$7.60)*

* Indicates non-taxable item

Subtotal	\$72.40
Tax (9.50%)	\$7.60
Delivery/Pick up	25.00
Total	\$105.00
Deposit	\$0.00
Balance Due	\$105.00

LA MuSci

An on-campus club that organizes benefit concerts and donates its proceeds to non-profits in the scientific research fields.

We invite you!

A Benefit Concert for the Counseling and Psychological Services (CAPS) program!

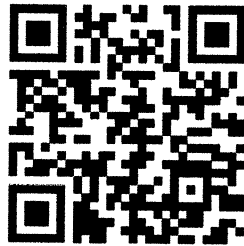
15 November 2019

6 p.m. to 7 p.m.

University Student Union (U-SU)

Theater

RSVP here!



<https://forms.gle/htWRwWstrZQXWYY67>

If you have more questions, visit us at <http://lamusci.tk/>
or email us at club.lamusci@gmail.com



Here's what's in your shopping cart



6' Table Cloth with 1 Color Imprint - Black
SKU: STP6BK1C

Ships 4 days after artwork approval

1

\$134.23

REMOVE

Items Total: \$134.23

Questions? Call 800-572-2194 or chat with us!

Merchandise	\$134.23
Shipping (Ground)	\$8.95
Sales Tax	--
Sub Total (USD)	\$143.18

Begin Checkout

+ Add a Coupon Code

ACCEPTED PAYMENT METHODS



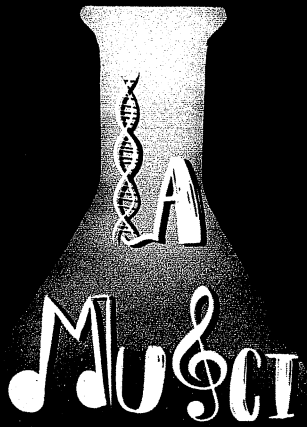
Enter Postal Code for Shipping Options

91766

Shipping Options

Ground 4-5 Business Days	\$8.95	<input checked="" type="checkbox"/>
3 Day Service 3 Business Days	\$17.18	<input type="checkbox"/>
2nd Day Air 2 Business Days	\$20.55	<input type="checkbox"/>
Next Day Air 1 Business Day		<input type="checkbox"/>





LA MuSci

California State University,

Los Angeles

ASU