

**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**

OFFICE:

TITLE:

ADDRESS:

CITY:

PHONE:

SIGNATURE: *[Signature]*

CLUB/ORG: NSSLHA

EVENT TITLE: Annual NSSLHA COMD Symposium

DATE(S) OF EVENT: 11/8/19

SEMESTER: FALL

EVENT LOCATION: USU Los Angeles, Pasadena, Montebell<sup>+</sup>

EXPECTED ATTENDANCE: 150

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 150

**PART 3 - EVENT DESCRIPTION**IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

We will have guest speakers, panels, and research posters within the communication disorders field. This will allow students to learn more about the field, connect with professionals and other students, and navigate the wide

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will provide information for students who want to know more about the COMD field. It will also help the students to network with other students and professionals.

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Campus Catering-Breakfast&lunch	\$3000			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT

TOTAL REQUESTED FROM ASI

\$3000

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**

STAFF INITIALS

*AM*

TIME STAMP:

15 OCT 11 4:10:02:49



Golden  
Eagle  
Hospitality

for: Event # E37726  
on: Friday, November 8, 2019

Client/Organization National Student Speech Language and Hearing	Event Date 11/8/2019 (Fri)	Booking Contact [REDACTED]	Event # E37726
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name NSSLHA Symposium	Sales Rep Amanda Tapia	Theme	Category
			Guests 200 (Act)

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		7:45 am	11:45 am	Student Union	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
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\*\*Deliver to USU Theater at 8 AM\*\*

(200) -Disposables	Each	0.50	100.00
(14) Assorted Bagels With Cream Cheese	Dozen(s)	22.00	308.00
(2) Large - Sliced Fresh Fruit (up to 85 guests)	Platter(s)	110.00	220.00
(6) Fresh-Brewed Coffee (Regular)	Gallon(s)	25.00	150.00
(3) Orange Juice	Gallon(s)	18.00	54.00
Water Service (included)			

\*\*Deliver to Los Angeles Room at 11:45 AM \*\*

(200) -Disposables	Each	0.50	100.00
(13) Large (Fifteen 12" Sub) (in half)	Platter(s)	85.00	1,105.00
- (5) Platters- Ham & Swiss			
- (5) Platters- Roasted Turkey			
- (5) Platters- Roasted Vegetables			
-Condiments			
(1) Medium - Caesar Salad with Garlic Croutons (30-50pp)	Bowl(s)	65.00	65.00
(1) Medium - Mixed Baby Greens (30-50pp)	Bowl(s)	60.00	60.00
(1) Medium - Kale & Quinoa Salad with Lemon	Bowl(s)	75.00	75.00

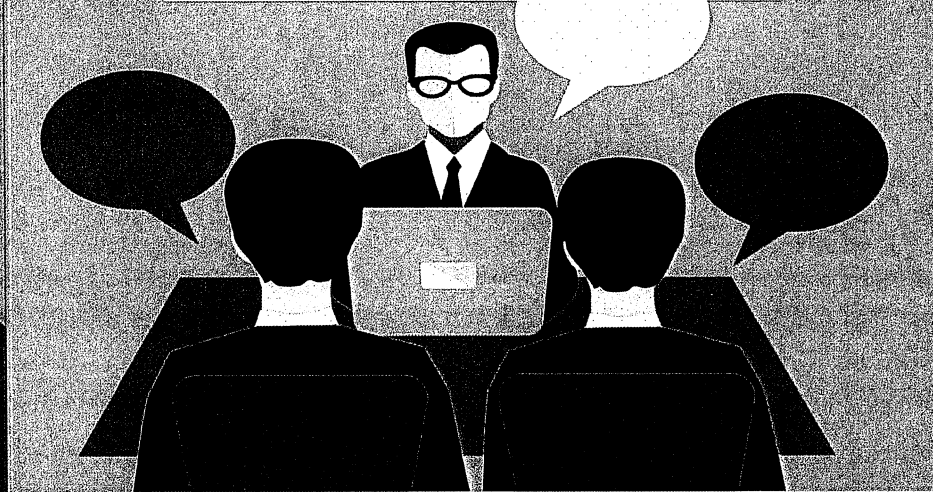
Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)



**ASSOCIATED STUDENTS, INC.**

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

**NSSLHA**  
CHAPTER  
CALIFORNIA STATE UNIVERSITY  
LOS ANGELES



# 3<sup>rd</sup> ANNUAL COMD SYMPOSIUM

PRESENTED BY CSULA-NSSLHA & SAA

## EVENT DETAILS

NOVEMBER 8, 2019  
9:00AM - 4:00PM

USU-THEATRE &  
LOS ANGELES ROOMS ABC

RSVP IS REQUIRED!

## AGENDA

- CHECK-IN/BREAKFAST 8:30 AM
- PRESENTATIONS 9:00-4:00PM
- LUNCH/POSTER PRESENTATIONS
  - 12:00PM-1:30PM



FACEBOOK.COM/CSULANSSLHA



TWITTER.COM/NSSLHA\_CSULA



INSTAGRAM.COM/CSULA\_NSSLHA



EMAIL: CSULACOMD@GMAIL.COM



WWW.CSULANSSLHA.WEEBLY.COM



SAVE THE DATE



**UNIVERSITY  
STUDENT UNION**

Event Update

## Annual NSSLHA Communication Disorders Symposium

Revised By: [REDACTED] on 9/13/2019 9:54:22 AM - 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

### Event Name

Annual NSSLHA Communication Disorders Symposium

### Host Organization Name

What Organization/Department is hosting the event?

National Student Speech and Language Hearing Association

### About the event

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

An educational and networking event for the communication disorders department at Cal State LA hosted by the National Student Speech and Language Hearing Association. This will be a full day of presentations from various students and professionals in the field. There will also be presentations during the lunch break.

### Estimated Attendance

150

### Time & Location

### Start Date/Time

11/08/2019 - 9:00 AM

### End Date/Time

11/08/2019 - 4:00 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.

USU - Los Angeles Room, Pasadena Room, Montebello 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

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.

## How do you plan on marketing this event?

### Website URL for marketing

Requires <http://> or <https://>

<https://csulanssiha.weebly.com/>

### Who is invited to this event?

Student organization members

Closed to Guest List

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

No

### Tags

EDUCATIONAL

### Cover Image



## 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.

Educational Workshop/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?

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?

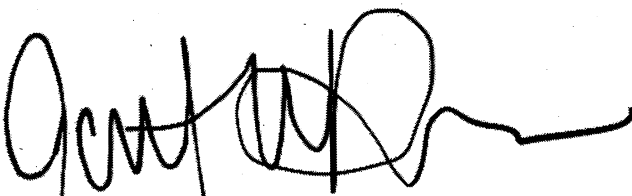
If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

#### 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.

Signature Pad Field

A handwritten signature in black ink, appearing to be "Andrew", written over a signature pad field.

Event Guidelines & Resources

Student Organization Event Guidelines



**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
- 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