

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: *John Lim*

CLUB/ORG: Statement Magazine

EVENT TITLE: Halloween Open Mic

DATE(S) OF EVENT: 10/28/2019

SEMESTER: FALL

EVENT LOCATION: LA Room B

EXPECTED ATTENDANCE: 27

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 27

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

BRIEFLY DESCRIBE THE EVENT:

An open microphone where Cal State LA students can come and perform prose. University catering will be available to attendees.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will be an edifying experience for those who attend, as they will witness the performances.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	USU Catering	545.77			
	Halloween String Lights	11.82			
	Bag of Skeleton Bones (3)	57.90			
	Happy Halloween Banner	2.70			
	Spider Web Decoration (3)	14.07			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Tax (9.5%)	8.22

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 640.48

TOTAL REQUESTED FROM ASI 640.48

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

AM

TIME STAMP:

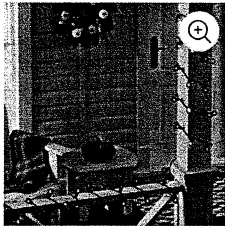
OCT 11 AM 11:29:45

Item	Unit Price	Quantity	Subtotal	Tax	Total
WalMart Bag of Skeleton Bones Skull 28pcs Set Props Horror Halloween Party Decoration	\$28.95	2	\$57.90	\$5.50	\$63.40
WalMart Happy Halloween Banner, Orange and Black, 7ft, 2pc	\$2.70	1	\$2.70	\$0.26	\$2.96
WalMart Way to Celebrate 21 ft, 70 Count Multicolor LED Globe String Halloween Lights	\$11.82	1	\$11.82	\$1.12	\$12.94
WalMart White Spider Web Halloween Decoration	\$4.69	3	\$14.07	\$1.34	\$15.41
			\$86.49	\$8.22	\$94.71

All Things Home | Shop by Room Shop by Style Furniture Kitchen & Dining Appliances Bed & Bath ...

Home / Holiday Decor / Halloween Decor / Halloween Lights / Halloween String Lights

ROLLBACK



Way to Celebrate 21 ft, 70 Count Multicolor LED Globe String Halloween Lights

*** 2 reviews [Way to Celebrate](#) Walmart # 575058945

\$11.82

Qty: 1

Add to Cart

Free NextDay delivery on \$35+ orders of only NextDay Items. Order in 9 hrs 31 mins

Free 2-day delivery on \$35+ orders Arrives by Sun, Oct 13

Party & Occasions / Party Supplies / Halloween Party Supplies / Halloween Banners & Garlands



Happy Halloween Banner, Orange and Black, 7ft, 2pc

[Write a review](#) [Unique Industries](#) Walmart # 570532509

\$2.70 ~~\$4.59~~

Qty: 1

Add to Cart

Free delivery on \$35+ orders Arrives by Fri, Oct 18

Pickup not available

[More delivery & pickup options](#)

[Tell us if something is incorrect](#)

Sold & shipped by Walmart



Bag of Skeleton Bones Skull 28pcs Set Props Horror Halloween Party Decoration

*** 5 reviews [Yescom](#)

\$28.95

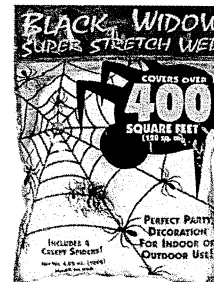
Qty: 1

Add to Cart

Free 2-day delivery Arrives by Thu, Oct 17

Pickup not available

Party & Occasions / Halloween / Halloween Decorations / Indoor Halloween Decor



White Spider Web Halloween Decoration

***** 4 reviews [FUN WORLD](#) Walmart # 563677704 Unrated

\$4.69

Qty: 1

Add to Cart

Free delivery on \$35+ orders Arrives by Fri, Oct 18

Pickup not available



Golden
Eagle
Hospitality

for: Event # E37741
on: Monday, October 28, 2019

Client/Organization Statement Magazine	Event Date 10/28/2019 (Mon)	Booking Contact [REDACTED]	Event # E37741
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Halloween Open Mic Night	Sales Rep Amanda Tapia	Theme	Guests 25 (Act)
		Category	

Venue

Description	Type	Start 4:30 pm	End 4:45 pm	Banquet Room Student Union	Setup Style Delivery
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Food & Beverage

Food/Service Items	Unit	Price	Total
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**Deliver to Los Angeles Room

B at 4:45 PM **

NO Disposables

(1) Small (Six 12" Sub) Cut in 4's	Platter(s)	40.00	40.00
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-(6) Caprese
(Tomato/Basil/Mozzarella)

(10) -Buffet Style Lunch	Guest(s)	25.00	250.00
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-Traditional Caesar Salad

-Sliced Barbeque Tri-Tip

-Macaroni and Cheese

-Grilled Vegetables

-Homemade Bread & Butter

-Chef's Choice Dessert

-Pink Lemonade

-Water Service

(2) Vegetable Samosa	Dozen(s)	24.00	48.00
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(2) Sugar Coated Waffles (Bindi)	Dozen(s)	24.00	48.00
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(2) Pink Lemonade	Gallon(s)	20.00	40.00
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Water Service

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

E37741 - Statement Magazine

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	386.00	40.00	0.00	0.00	0.00	0.00	0.00	426.00
Service Charge	65.62	6.80	0.00	0.00	0.00	0.00	0.00	72.42
Taxes	42.90	4.45	0.00	0.00	0.00	0.00	0.00	47.35
Total	494.52	51.25	0.00	0.00	0.00	0.00	0.00	545.77

Subtotal	426.00	Paid	0.00
Tax	47.35	Balance	545.77
Service Charge	72.42		
Total Value	545.77		

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.

Account # _____
Fund # _____
Dept # _____
Program Code # _____
Project ID # _____
Purchase Order # _____

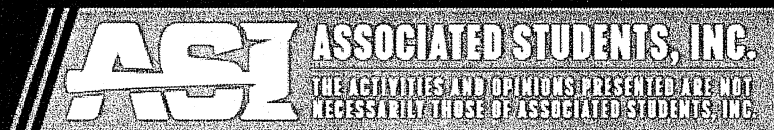
Authorized Signature & Date: _____
(Please sign & date all pages)

STATEMENT MAGAZINE

HALLOWEEN OPEN MIC



LA Room B
October 28, 2019
Come prepared to perform!



STATEMENT MAGAZINE

HALLOWEEN OPEN MIC



LA Room B
October 28, 2019
Come prepared to perform!



UNIVERSITY
STUDENT UNION

Event Registration

Halloween Open Mic

[APPROVED]

Revised By: [REDACTED] on 9/30/2019 4:03:53 PM - Version 2

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

Halloween Open Mic

About the event

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

Statement Magazine's yearly Halloween open mic, where students from all over campus can come by and perform a piece of writing

Host Organization Name

What Organization/Department is hosting the event?

Statement Magazine

Estimated Attendance

27

Time & Location

Start Date/Time

10/28/2019 - 5:00 PM

End Date/Time

10/28/2019 - 7:30 PM

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.

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?

Email

Cal State LA Community

Will off-campus media be notified about this event?

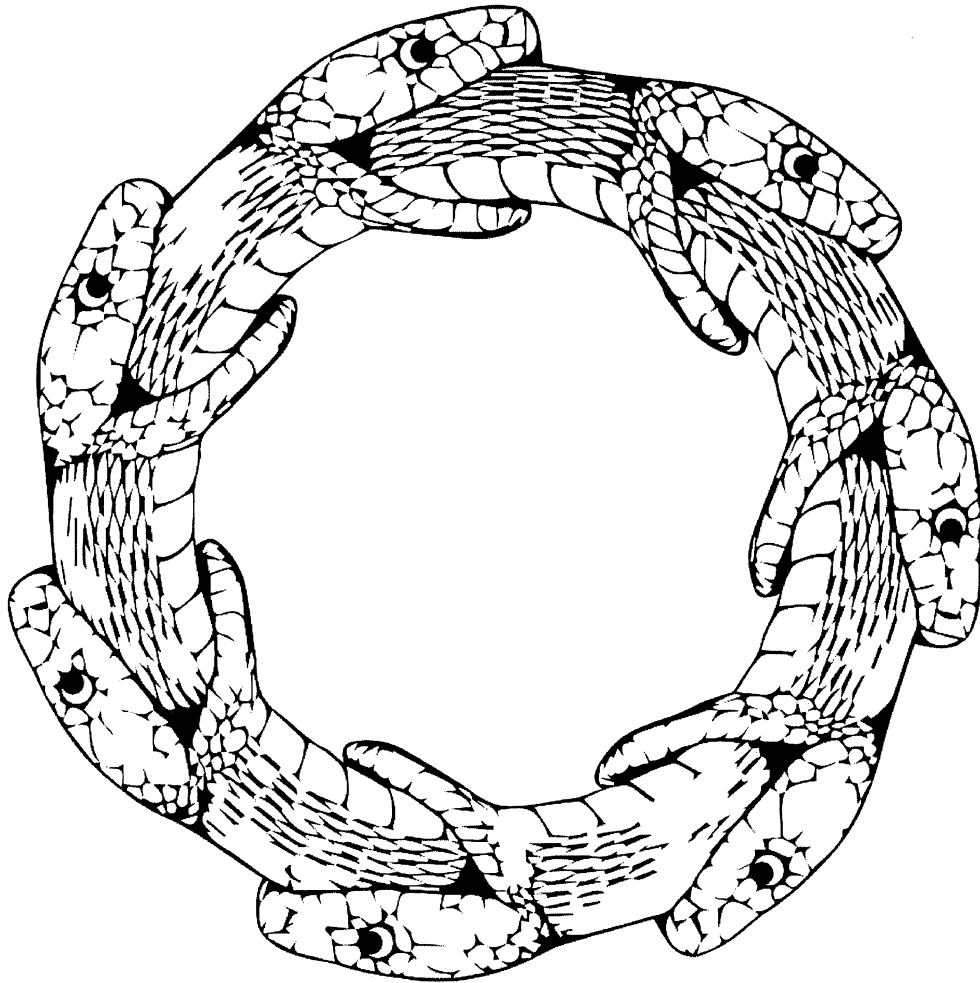
No

Tags

EDUCATIONAL

Cover Image

STATEMENT



MAGAZINE

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 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?

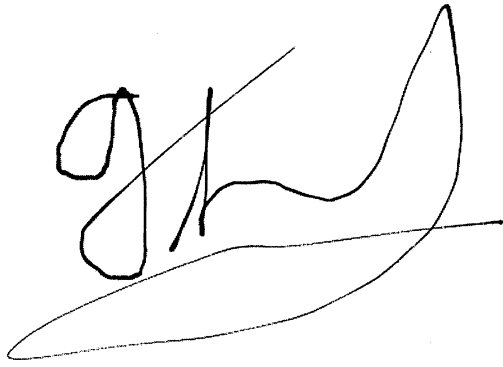
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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



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
- 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

- 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

Options

Members Only Check-in

Members Only Check-in