

**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**

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SIGNATURE: 

CLUB/ORG: American Association Of Airport Executives

EVENT TITLE: SWAAAE Winter Conference

DATE(S) OF EVENT: Jan 26-29th 2020 SEMESTER: SPRING ☒

EVENT LOCATION: Monterey, California

EXPECTED ATTENDANCE: 300

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 34

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

BRIEFLY DESCRIBE THE EVENT:

This event is created solely every year for the students at CSULA. It matches graduating seniors with employers. Scholarships and internships are readily available.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The students will network with Southwest professionals in an industry where everyone is connected. The students will gain valuable experience as well as workforce development.

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Hotel Accomodations	7,392.00			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Travel Expenses (Gas)	935.93

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT 8,327.93  
 TOTAL REQUESTED FROM ASI 3,000.00  
 AMOUNT FROM OTHER SOURCES  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**STAFF INITIALS 

TIME STAMP: 19 NOV 8 AM 11:57:44



**UNIVERSITY  
STUDENT UNION**

Event Registration

**SWAAAE (SouthWest American Association of Airport Executives) Winter Conference**

Revised By: [REDACTED] 11/8/2019 11:46:33 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

### Host Organization Name

What Organization/Department is hosting the event?

American Association Of Airport Executives

### Event Name

SWAAAE (SouthWest American Association of Airport Executives) Winter Conference

### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

150

### About the event

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

This event is a flagship conference for all aviation administration students that has been funded by ASI for nearly a decade. Students get immersed in managerial workshops that create a lasting unity between members of AAEE and the students. Students network with industry juggernauts about topics relating to aviation management and beyond. Students are offered scholarships, internships and workforce development mentoring during this intensive workshop to better students assets in the aviation industry.

### Time & Location

#### Start Date/Time

01/25/2020 - 5:00 PM

#### End Date/Time

### Where will the event take place?

Off campus

### 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.  
Monterey Plaza Hotel -- Monterey, CA.

### 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 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

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

CONFERENCE/CONVENTION

Cover Image

Please select an image that corresponds to your event.

## 60TH ANNUAL AIRPORT MANAGEMENT SHORT COURSE **REGISTRATION NOW OPEN**

January 26-29, 2020 | Monterey, CA



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.  
Domestic Travel (within the U.S. outside of Los Angeles)

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 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.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

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?

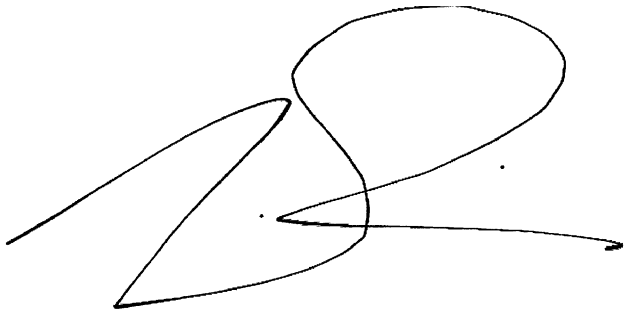
If yes, the organization affirms that members and guests will not consume alcohol at the event.  
No

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, consisting of a large, stylized 'R' with a horizontal line extending to the right and a vertical line extending upwards.

## 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 more information refer to the University-Student Union Operations.

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

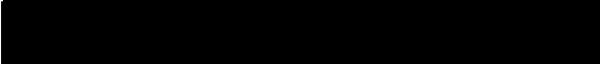
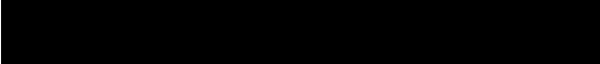
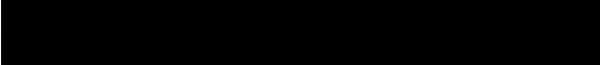
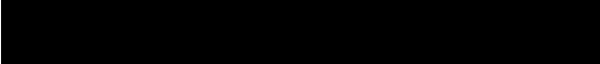
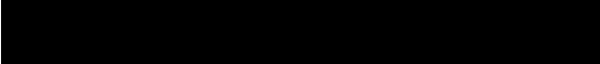
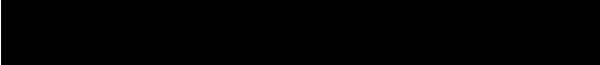
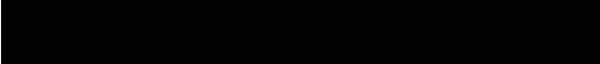
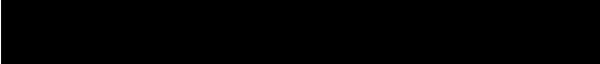
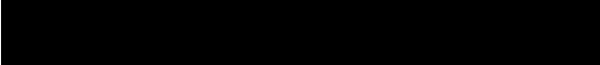
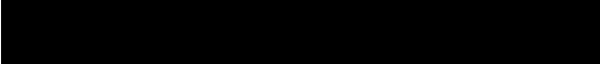
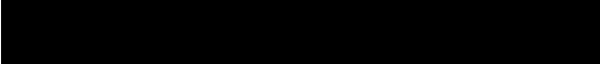
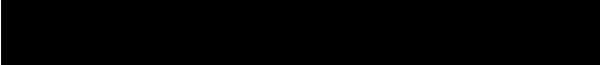
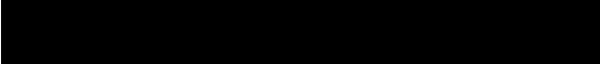
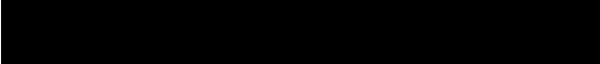
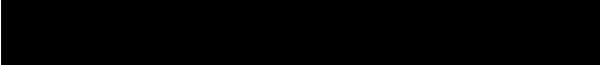
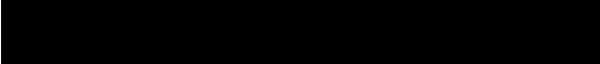
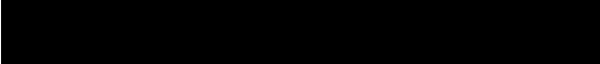
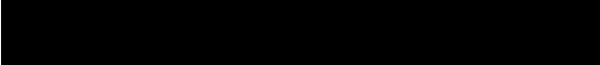
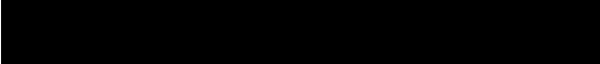
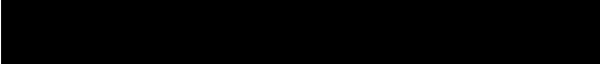
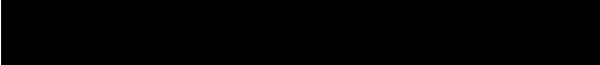
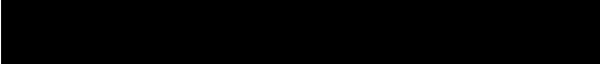
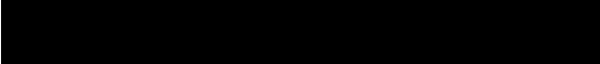
Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application

California State University, Los Angeles  
CLASS GENERAL RELEASE  
(FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

PRINT PARTICIPANT'S NAME	PARTICIPANT'S SIGNATURE	DATE
		10/12/19
		10/12/19
		10/12/19
		10/12/19
		10/12/19
		10/12/19
		10/12/19
		10/12/19
		10/14/19
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		10/14/19
		10/14/19
		10/14/19
		10/28/19
		10/28/19
		10/29/19
		10/29/19
		10/29/2019
		10/29/19
		



**(FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)**

ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE



*60TH ANNUAL AIRPORT  
MANAGEMENT SHORT  
COURSE*

**When: January 26-29,  
2020**

**Where: Monterey, CA**



## Trip Calculator

### Trip Vehicles



2001 Toyota Highlander 4WD  
3.0 L, 6 cyl, Automatic 4-spd, Regular



Comb. MPG: **18.0**

Trip fuel cost: **\$99.17**



2005 Dodge Durango 4WD  
5.7 L, 8 cyl, Automatic 5-spd, Regular



Comb. MPG: **14.0**

Trip fuel cost: **\$127.50**



2002 Cadillac Escalade Ext AWD  
6.0 L, 8 cyl, Automatic 4-spd, Regular



Comb. MPG: **12.0**

Trip fuel cost: **\$148.75**



2000 GMC Yukon XL 1500 4WD  
5.3 L, 8 cyl, Automatic 4-spd, Regular



Comb. MPG: **13.0**

Trip fuel cost: **\$137.31**



2001 Chevrolet Suburban 1500 4WD  
5.3 L, 8 cyl, Automatic 4-spd, Regular



Comb. MPG: **13.0**

Trip fuel cost: **\$137.31**



1999 Ford Expedition 4WD  
5.4 L, 8 cyl, Automatic 4-spd, Regular



Comb. MPG: **12.0**

Trip fuel cost: **\$148.75**



2000 Chevrolet Tahoe 1500 4WD  
5.7 L, 8 cyl, Automatic 4-spd, Regular



Comb. MPG: **13.0**

Trip fuel cost: **\$137.31**

**+ Add a Vehicle**

### Trip Plan



▲ ▼	CSULA	✕
▲ ▼	ARCO, 3618 State St, Santa Barbara, CA 93105	✕
▲ ▼	Arco AM/PM, 1302 Broadway Cir, King City, CA 93930	✕
▲ ▼	Monterey Plaza Hotel & Spa, 400 Cannery Row, Monterey, CA 93940	✕
▲ ▼	Arco AM/PM, 1302 Broadway Cir, King City, CA 93930	✕
▲ ▼	ARCO, 3618 State St, Santa Barbara, CA 93105	✕
▲ ▼	CSULA	✕
<div> <div>+</div> <div>Add a Stop</div> </div>		

55

% city driving

▶

Calculate the Trip

## Directions and Map

5151 State University Dr, Los Angeles, CA 90032, USA

674 mi. About 11 hours 27 mins

1. Head south on Campus Rd toward State University Dr 331 ft
2. Turn right to merge onto I-10 W 1.7 mi
3. Keep left to continue on San Bernardino Fwy, follow signs for U.S. 101/Los Angeles 1.7 mi
4. Merge onto US-101 N 11.3 mi
5. Take the US-101 N exit toward Ventura/Ventura Fwy 0.4 mi
6. Continue onto US-101 N/Ventura Fwy 28.9 mi  
Pass by Taco Bell (on the left in 19.3 mi)
7. Keep left to continue on US-101 N 56.9 mi
8. Take exit 100 toward Las Positas Rd/CA-225 E 0.2 mi ▲

- |   |         |
|---|---------|
| 9. Merge onto Calle Real  | 0.1 mi  |
| 10. Turn right onto Las Positas Rd  | 0.8 mi  |
| 11. Turn left onto State St   | 1.1 mi  |
| Pass by Bank of America Financial Center (on the right in 0.7 mi)   |         |
| 12. Turn right onto Calle Real  | 0.3 mi  |
| 13. Turn right onto CA-154 W/San Marcos Pass Rd   | 23.9 mi |
| 14. At the traffic circle, take the 2nd exit and stay on CA-154 W/San Marcos Pass Rd                      | 8.6 mi  |
| 15. Turn right to merge onto US-101 N   | 136 mi  |
| 16. Take exit 282B toward Broadway/King City  | 0.2 mi  |
| 17. Turn left onto Broadway St  | 0.2 mi  |
| 18. Make a U-turn   | 0.2 mi  |
| 19. Turn left to merge onto US-101 N  | 34.6 mi |
| 20. Take exit 317 toward Chualar  | 0.1 mi  |
| 21. Continue onto Grant St  | 0.3 mi  |
| 22. Turn left onto Chualar River Rd/Main St   | 0.4 mi  |
| Continue to follow Chualar River Rd   |         |
| 23. Turn right to stay on Chualar River Rd  | 2.2 mi  |
| 24. Continue onto River Rd  | 9.1 mi  |
| 25. Turn left to merge onto CA-68 W toward Monterey   | 12.9 mi |
| 26. Keep left at the fork, follow signs for CA-1 S/CA-68 W/Central Monterey and merge onto CA-1 S/CA-68 W | 0.8 mi  |
| 27. Take exit 401A toward Monterey  | 0.3 mi  |
| 28. Turn right onto Camino Aguajito (signs for Naval School)  | 0.5 mi  |
| 29. Turn left onto Del Monte Ave  | 0.5 mi  |
| 30. Keep right to continue on Lighthouse Ave  | 0.6 mi  |
| 31. Slight right onto Foam St   | 0.2 mi  |
| 32. Turn right onto Reeside Ave   | 272 ft  |
| 33. Turn left onto Cannery Row  | 0.2 mi  |
| 34. Turn left onto Drake Ave  | 0.1 mi  |
| 35. Turn left onto Lighthouse Ave   | 0.9 mi  |
| 36. Lighthouse Ave turns left and becomes Del Monte Ave   | 0.5 mi  |
| Pass by McDonald's (on the right in 0.2 mi)   |         |
| 37. Turn right onto Camino Aguajito   | 0.4 mi  |



38. Turn <b>left</b> to merge onto <b>CA-1 N/CA-68 E</b>	0.6 mi
39. Take exit <b>401B</b> for <b>CA-68 E</b> toward <b>Salinas</b>	0.3 mi
40. Continue onto <b>CA-68 E/Salinas Hwy</b> Continue to follow <b>CA-68 E</b>	12.8 mi
41. Take exit <b>20</b> for <b>River Rd</b> toward <b>Reservation Rd</b>	0.2 mi
42. Turn <b>right</b> onto <b>River Rd</b>	9.0 mi
43. Continue straight onto <b>Chualar River Rd</b>	2.2 mi
44. Turn <b>left</b> to stay on <b>Chualar River Rd</b>	0.3 mi
45. Turn <b>right</b> to merge onto <b>US-101 S</b>	35.3 mi
46. Take exit <b>282A</b> for <b>Canal St</b>	0.2 mi
47. Turn <b>left</b> onto <b>Canal St</b>	348 ft
48. Turn <b>left</b> to merge onto <b>US-101 N</b>	0.3 mi
49. Take exit <b>282B</b> toward <b>Broadway/King City</b>	0.2 mi
50. Turn <b>left</b> onto <b>Broadway St</b>	0.2 mi
51. Turn <b>left</b> to merge onto <b>US-101 S</b>	136 mi
52. Take the <b>CA-154</b> ramp to <b>Los Olivos/Lake Cachuma</b>	0.2 mi
53. Turn <b>left</b> onto <b>CA-154 E/San Marcos Pass Rd</b>	8.6 mi
54. At the traffic circle, take the <b>1st</b> exit onto <b>CA-154 E</b>	22.9 mi
55. Take the <b>CA-192</b> ramp to <b>Foothill Rd/Cathedral Oaks</b>	0.3 mi
56. Turn <b>left</b> onto <b>CA-192 E/Cathedral Oaks Rd/Foothill Rd</b> Continue to follow <b>CA-192 E/Foothill Rd</b>	1.7 mi
57. Turn <b>right</b> onto <b>N Ontare Rd</b>	0.7 mi
58. Turn <b>left</b> onto <b>State St</b>	0.3 mi
59. Turn <b>right</b> onto <b>Las Positas Rd</b>	0.9 mi
60. Turn <b>left</b> to merge onto <b>US-101 S</b>	33.0 mi
61. Keep <b>left</b> at the fork to stay on <b>US-101 S</b>	52.8 mi
62. Keep <b>left</b> to continue on <b>CA-134 E</b> , follow signs for <b>Burbank/Pasadena</b>	5.7 mi
63. Take exit <b>5B</b> to merge onto <b>I-5 S</b> toward <b>Los Angeles</b>	8.1 mi
64. Take exit <b>135B</b> for <b>I-10</b> toward <b>San Bernardino</b>	0.7 mi
65. Merge onto <b>San Bernardino Fwy</b>	0.3 mi
66. Continue onto <b>I-10 E/San Bernardino Fwy</b>	1.6 mi
67. Take exit <b>20B</b> for <b>Eastern Ave</b>	0.4 mi 

68. Turn **left** onto **N Eastern Ave**

0.1 mi

69. Continue straight onto **Paseo Rancho Castilla**  
Destination will be on the right

253 ft

5151 State University Dr, Los Angeles, CA 90032, USA

Map data ©2019 Google



**oliday Inn Express Monterey-Cannery Row**

13 Wave Street

Monterey, CA 93940

Phone: 1-831-3721800

Vanessa Morales

Check Out: Rooms: Adults:

- **29 Jan 2020**    **1**    **2**

12:00 PM



MODIFY RES



CUSTOMER C



DOWNLOAD



GROUND TRA



CANCEL RES

Confirmation number is: **22359978**. Select your preferences before you

**Non-smoking**

Rate Flexible Rate

Rooms: 1

Per Night:

0 - Wed 29 Jan 2020    \$319.99 (USD)

\$106.68 (USD)

Total Price:    \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG** Rewards

Member #: 2065



[Discover your](#)

**Estimated Earn**

9600 IHG REWARDS  
POINTS



**Holiday Inn Express Monterey-Cannery Row**

43 Wave Street

Monterey, CA 93940

Phone: 1-831-3721800

Manessa Morales

Check Out: Rooms: Adults:

- 29 Jan 2020 1 2

12:00 PM



MODIFY RES



CUSTOMER C



DOWNLOAD



GROUND TR



CANCEL RES

Confirmation number is: **25845347**. Select your [preferences](#) before you

**Nonsmoking**

Rate Flexible Rate

Rooms: 1

Per Night:

20 - Wed 29 Jan 2020 \$319.99 (USD)

\$106.68 (USD)

Total Price: \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG**

Member #: 2065



Club

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Estimated Earn

9600 IHG REW/

POINTS

**Holiday Inn Express Monterey-Cannery Row**

13 Wave Street  
Monterey, CA 93940

Phone: 1-831-3721800

Vanessa Morales

Check Out: Rooms: Adults:  
- **29 Jan 2020**      **1**      **2**  
12:00 PM



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CANCEL RES

Confirmation number is: **45189016**. Select your preferences before yo

**Non-smoking**

Best Flexible Rate  
Rooms: 1

**Per Night:**

0 - Wed 29 Jan 2020	\$319.99 (USD)
	\$106.68 (USD)

**Total Price:** \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG**

Member #: 2068



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Vanessa Morales

Check Out: Rooms: Adults:

- **29 Jan 2020**     **1**     **2**

12:00 PM



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CANCEL RES

Confirmation number is: **24855288**. Select your preferences before yo

**Non-smoking**

Flexible Rate

Rooms: 1

**Night:**

Mon - Wed 29 Jan 2020	\$319.99 (USD)
	\$106.68 (USD)

**Total Price:** \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG** Rewards

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Vanessa Morales

Check Out: Rooms: Adults:

- **29 Jan 2020**    **1**    **2**

12:00 PM



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CANCEL RES

Confirmation number is: **45023305**. Select your preferences before yo

**Non-smoking**

Rate Flexible Rate  
Rooms: 1

**Per Night:**

0 - Wed 29 Jan 2020	\$319.99 (USD)
	\$106.68 (USD)

**Total Price:** \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG**

Member #: 2065



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9600 IHG REW/  
POINTS

**Holiday Inn Express Monterey-Cannery Row**

3 Wave Street

Monterey, CA 93940

Phone: 1-831-3721800

Guest: Vanessa Morales

Check Out: Rooms: Adults:

- 29 Jan 2020 1 2

12:00 PM



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CANCEL RES

Confirmation number is: **24807252**. Select your [preferences](#) before you

**Nonsmoking**

Flexible Rate

Rooms: 1

1 Night:

0 - Wed 29 Jan 2020 \$319.99 (USD)

\$106.68 (USD)

Total Price: \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG**

Member #: 2065



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**Estimated Earnings**

9600 IHG REWARDS  
POINTS

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Phone: 1-831-3721800

Vanessa Morales

Check Out: Rooms: Adults:  
- 29 Jan 2020 1 2  
12:00 PM



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CANCEL RES

Confirmation number is: **45163384**. Select your [preferences](#) before yo

**Non-smoking**

Best Flexible Rate  
Rooms: 1

**Per Night:**

10 - Wed 29 Jan 2020	\$319.99 (USD)
	\$106.68 (USD)

**Total Price:** \$1,066.65 (USD)\*

**RESERVATION DETAILS**

**IHG**

Member #: 2065



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9600 IHG REW/  
POINTS