

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**OF
TIT
AD
CIT
PH

SIGNATURE:

Denny Doe Peuderma

CLUB/ORG: Academic Honors Association

EVENT TITLE: Game Night

DATE(S) OF EVENT: 11-22-19

SEMESTER: FALL

EVENT LOCATION: KH D1047

EXPECTED ATTENDANCE: 20

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

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

BRIEFLY DESCRIBE THE EVENT:

Game Night provides students with a fun time to relax in between midterms and finals. It also gives students a chance to interact and play games with friends new and old.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will allow attendees to meet new people, therefore providing an opportunity to network and make new friends. This event will also allow them to have a fun, relaxing time after midterms and before finals.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	UAS Catering	\$270.32			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$270.32
 TOTAL REQUESTED FROM ASI \$270.32
 AMOUNT FROM OTHER SOURCES \$0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLYSTAFF INITIALS *SR*

TIME STAMP:

11/22/19 7:40:45 PM

ACADEMIC HONORS ASSOCIATION:

GAME NIGHT

NOVEMBER 22ND
FROM 3:30-6 PM

HONORS COLLEGE LOUNGE
(KH D1047)

JOIN AHA FOR AN AFTERNOON OF
FOOD, FUN, AND GAMES

FOR MORE INFORMATION CONTACT:
AHA.MARKETING.CSULA@GMAIL.COM



UNIVERSITY
STUDENT UNION

Event Registration

Game Night

Submitted By [REDACTED] on 11/4/2019 9:49:57 AM

(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?

Academic Honors Association

Event Name

Game Night

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.

20

About the event

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

Game Night provides students with a fun time to relax between midterms and finals. It also gives students a chance to interact and play games with friends, both old and new.

Time & Location

Start Date/Time

11/22/2019 - 3:30 PM

End Date/Time

11/22/2019 - 6:00 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.

Honors Lounge, KH D1047

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit this Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please ensure your contact information is entered accurately when 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?

Printed posters/fliers

Social Media

Email

Social Media Site

Instagram

Social Media Handle

@aha_calstatela

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.

434e2ef3-70fe-4223-803a-3b5ec919d980.pdf

Who is invited to this event?

General Public

Will off-campus media be notified about this event?

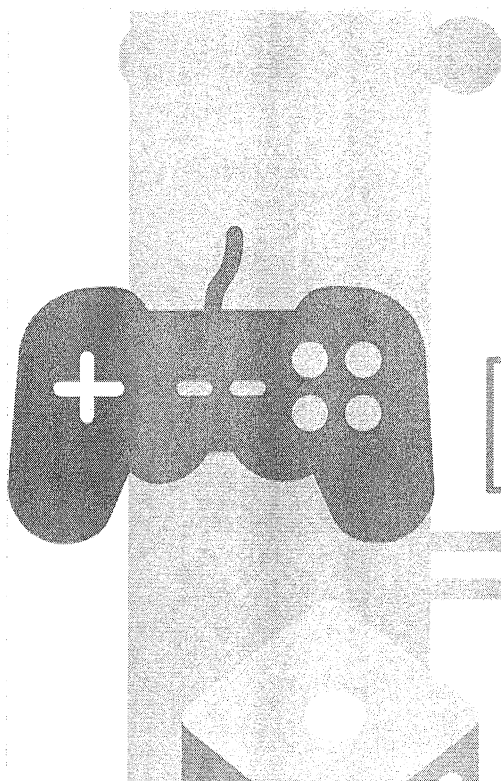
No

Tags

SOCIAL

Cover Image

Please select an image that corresponds to your event.



ACADEMIC HONORS ASSOCIATION:

GAME NIGHT

NOVEMBER 22ND
FROM 3:30-6 PM

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.

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://asica.stateela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asica.stateela.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, appearing to be 'M. A.', written on a 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
- 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
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Golden
Eagle
Hospitality

for: Event # E37901
on: Friday, November 22, 2019

Client/Organization Academic Honors Association	Event Date 11/22/2019 (Fri)	Booking Contact [REDACTED]	Event # E37901
Address 5151 State Univeristy Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Guests 20 (Act)			
Party Name Game Night	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:00 pm	3:15 pm	King Hall	Delivery

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
**Deliver to KH D1047 at 3:15 PM **				Take Down: 6:00pm			
NO Disposables							
(1) Small (Six 12" Sub) Cut into 3's	Platter(s)	40.00	40.00				
(2) -Roasted Vegetables							
(2)-Turkey Club							
(1)-Grilled Chicken Pesto							
(1)-Chicken Salad							
(1) Chicken Pot Stickers with Umami Soy Glaze	Dozen(s)	20.00	20.00				
(1) Chicken Argentinian Empanadas with Salsa Rojas	Dozen(s)	24.00	24.00				
(3) Tofu Tenders (Vegan) (Served with BBQ Sauce)	Dozen(s)	22.00	66.00				
(0.5) Chocolate Fudge Brownies (Cut in Half)	Dozen(s)	25.00	12.50				
(0.5) Cheesecake Brownies (Cut in Half)	Dozen(s)	25.00	12.50				
(1) Milk Chocolate Dipped Butter Cookies	Dozen(s)	18.00	18.00				
(1) Pink Lemonade	Gallon(s)	18.00	18.00				
Water Service							

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

E37901 - Academic Honors Association

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	193.00	18.00	0.00	0.00	0.00	0.00	0.00	211.00
Service Charge	32.81	3.06	0.00	0.00	0.00	0.00	0.00	35.87
Taxes	21.45	2.00	0.00	0.00	0.00	0.00	0.00	23.45
Total	247.26	23.06	0.00	0.00	0.00	0.00	0.00	270.32

Subtotal	211.00	Paid	0.00
Tax	23.45	Balance	270.32
Service Charge	35.87		
Total Value	270.32		

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: Demetrius Peadermo 11-6-19
(Please sign & date all pages)