

FUNDING REQUEST FORM

2019-2020

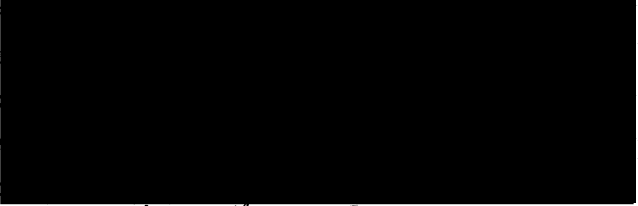
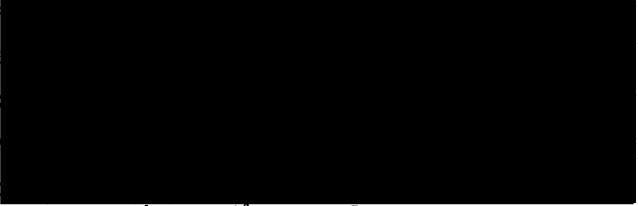
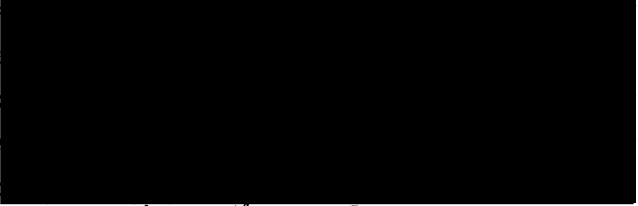
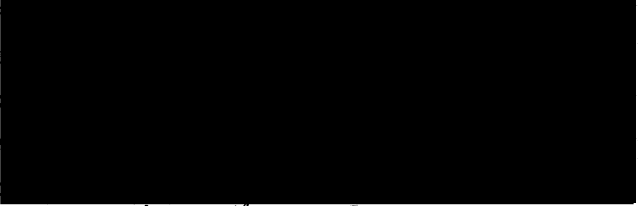
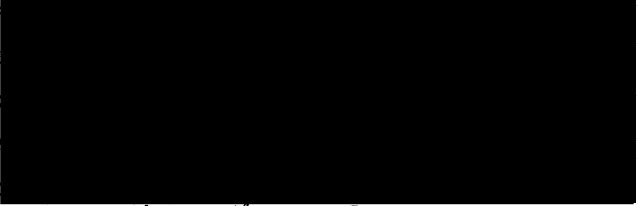
PART 1 - NOTICE & CHECKLIST

IMPORTANT


- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- 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: 

CLUB/ORG: National Association for Music Education
 EVENT TITLE: California All-State Music Education Conference
 DATE(S) OF EVENT: Feb. 20-22 SEMESTER: SPRING
 EVENT LOCATION: Fresno
 EXPECTED ATTENDANCE: Hundreds
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 27

SIGNATURE: 

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 This is a conference for current and future music educators aimed to hone our craft as teachers and musicians through classes, concerts, and networking.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event will prepare the future music educators of Cal State LA for their future careers as well as inspire them to be better musicians and professionals now.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS		
MARKETING			OTHER	Hotel	3033.99

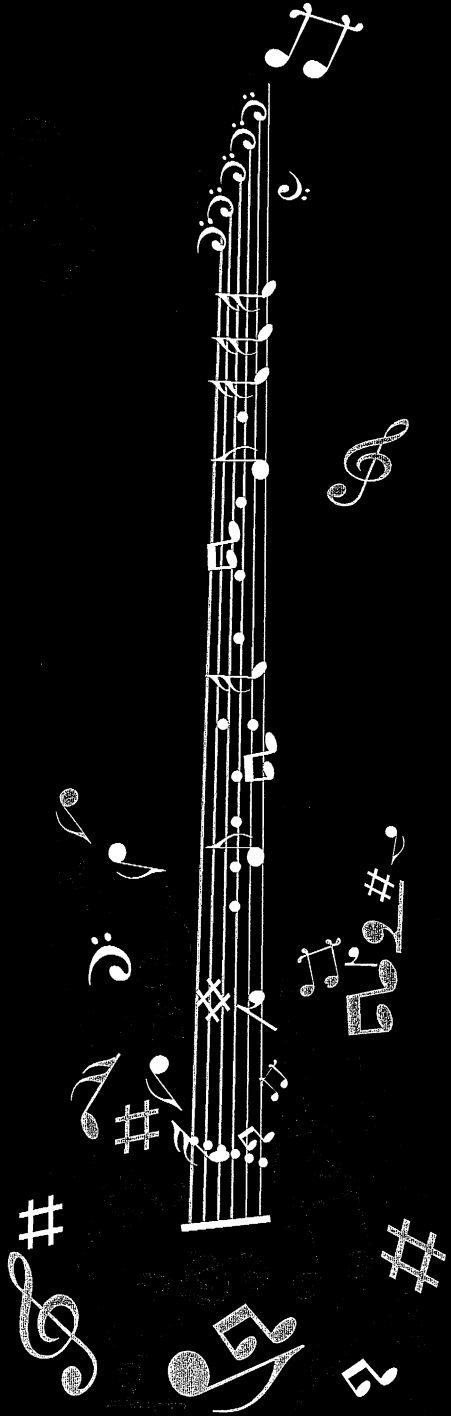
PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 3033.99
 TOTAL REQUESTED FROM ASI 3000
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS *K.O*
 TIME STAMP:
 20 JAN 21 14:21:10





CASMEC

California All- State Music Education Conference

February 20-22, 2020
Fresno, CA

Americas Best Value Inn- Fresno

2425 Merced ST, Fresno, California 93721, USA

Phone: 559-233-4896

E-Mail: abvfresno@sbcglobal.net

Reservation Detail

Check In : 3/20/2020 12:53:00PM

Group Folio # : 200320125556575

Check Out : 3/23/2020 11:00:00AM

Group Details

Group Name : UCSU,LA

Guest : [REDACTED]

Total Reservation(s) 9

Address :
5151 State University
Los Angeles
CA
USA

Phone : [REDACTED]

Email : [REDACTED]

Payment Details

Payment Method :

Card Type :

Credit Card No :

Card Expiry :

Name On Card :

Billing Details

Address :

Phone :

ID	Room/Room Type	Guest Name	Date In	Date Out	# Guest	Price(\$)	Tax(\$)	Total(\$)	ADR
R-13006	DNS-Double NS	[REDACTED]	03/20	03/23	4	297.00	40.11	337.10	99.00
R-13007	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13008	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13009	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13010	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13011	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13012	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13013	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00
R-13014	DNS-Double NS	[REDACTED]	03/20	03/23	2	297.00	40.11	337.10	99.00

Other Charge(\$):	0.00	Total Charge(\$):	3033.99
Tax(\$):	0.00	Total Other Charge(\$):	0.00
Discount(\$):	0.00	Grand Total(\$):	3033.99
		Payment(\$):	0.00
		Balance(\$):	3033.99

NOTICE TO GUESTS: This property is privately owned and the management reserves the right to refuse service to anyone. Management will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind. Management will not be responsible for any item left in the room.

CHECKOUT TIME: 11:00 AM SELF REGISTRATION ONLY

I AGREE that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company failed to pay for any part or full amount of these charges including any missing/damaged items, etc.. I agree that if an attorney is retained to collect these charges, I will pay all reasonable attorney's fees and costs incurred. If payment is by credit card you are authorized to charge my account for all charges incurred, including any and all damages/missing items, etc.. I agree that the sole purpose of renting this room is for my own residency only.



November 5, 2019

To whom it may concern:

This is a letter of support for students in the Music Department to attend the annual California All-State Music Educators Conference (CASMEC), February 20-23, 2020. Our students are excellent ambassadors for the University and we hope that you will support their effort to represent our campus at the conference, as well as have a meaningful professional experience.

At the conference, students will interact with professionals in the field of music education, attend sessions, and assist the department at our booth where they will have additional professional experience and connections.

Thank you for supporting our Music Education students on this important trip!

Sincerely,

Dr. Emily Moss
Department of Music
Cal State LA



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Sincerely,

Dr. Christopher Gravis
Department of Music
Cal State LA



UNIVERSITY
STUDENT UNION

Event Registration

California All-State Music Education Conference

Submitted By: [REDACTED] on 9/3/2019 5:37:37 PM

[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

California All-State Music Education Conference

Host Organization Name

What Organization/Department is hosting the event?

National Association for Music Education

About the event

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

This is a multi day state music education conference that will take place in Fresno this year from February 20-23rd. This conference is meant to help current and future educators to better their craft by providing classes about teaching choir, orchestra, band, music technology, general music, etc. . . It is also an event where members of our club can network with other collegiate music education majors or with educators that are currently working. There will also be booths available for our members to visit with instruments to try, conducting batons to experiment with, and representatives from other colleges music programs and music related companies to speak to.

Estimated Attendance

25

Time & Location

Start Date/Time

02/20/2020 - 8:00 AM

End Date/Time

We do not plan on marketing this event.

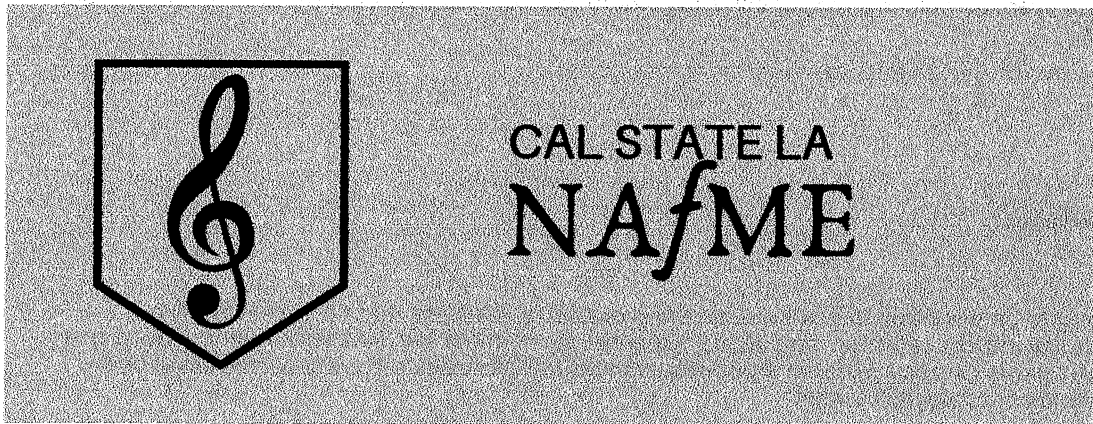
Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

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.
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

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.

- External Space Request Form
- Filming Request Application

