

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: [REDACTED]
 TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED]
 PHONE: [REDACTED]
 SIGNATURE: *[Handwritten Signature]*

CLUB/ORG: Phi Alpha Theta
 EVENT TITLE: PAT Banquet
 DATE(S) OF EVENT: 03/01/2020 SEMESTER: SPRING
 EVENT LOCATION: Alpine Village
 EXPECTED ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 This is event is a social event for all students to socialize with the department and alumni. There will be an academic and professional speaker speaking on the field

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This is event will give students an opportunity to network with students and alumni in the field of history.

PART 4 - COST BREAKDOWN

| HOSPITALITY | DESCRIPTION: | AMOUNT: |
|-------------|--------------|----------|
| | Entree | 1,500.00 |
| | Gratuity | 270.00 |
| | Sales Tax | 159.00 |

| HONORARIA / CONTRACTS | DESCRIPTION: | AMOUNT: |
|-----------------------|--------------|---------|
| | | |

| MARKETING | DESCRIPTION: | AMOUNT: |
|-----------|--------------|---------|
| | | |

| OTHER | DESCRIPTION: | AMOUNT: |
|-------|--------------|---------|
| | | |

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1,929.00
 TOTAL REQUESTED FROM ASI 1,950.00
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS *K. O*

TIME STAMP:

[Stamp: 20 JAN 20 10:00 AM]

[Stamp: 20 FEB 6 4:30 PM]





Summary Of Charges

| | | |
|----------------|------------------------------------|------------|
| Name of Host | <u>Phi Alpha Theta</u> | Event Day |
| Address | <u>5151 State University Drive</u> | Event Date |
| City/State/Zip | <u>Los Angeles CA 90032</u> | Event Time |
| Type of Event | <u>initiation banquet</u> | Phone # |

| <u>Entrée</u> | <u>Price each</u> | <u># Ordered</u> | <u>Description</u> |
|---------------|-------------------|------------------|--------------------|
| | 30.00 | 50 | brunch |

bread/butter
water/coffee

Subtotal

Gratuity Charge - 18.00%
Sales Tax - 9.00%

| Additional Charges: | <u>Price each</u> | <u># Required</u> | <u>Description</u> |
|----------------------------|-------------------|-------------------|--------------------|
| Linen | 1.50 | 50 | |
| Security | | | |

Total of Additional Charges

Total Event Charges

Less Deposit

Balance due

Thank you for sharing your special occasion with us!

Sunday
3/1/20
11-1pm
949-307-2259

Total
\$1,500.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

\$0.00

\$1,500.00

\$270.00
\$159.30

\$0.00
\$0.00
\$0.00

\$1,929.30

\$1,929.30

Thank you for sharing your special occasion with us!

Come One, Come All!

Join PHI ALPHA THETA ($\Phi\Lambda\Theta$), the History Honor Society, for brunch at the Alpine Village Restaurant. It is a great opportunity to get to know the History faculty and to learn about PAT.

All students are welcome!

Date: Sunday, March 1, 2020

Time: 10:30am - 1:30pm

Address: 833 West Torrance Blvd. Torrance, CA 90502



Guest Speakers: Dr. Ping Yao and alum George Skriabin





UNIVERSITY
STUDENT UNION

Event Registration

Spring Banquet

Submitted By: [REDACTED] on 1/30/2020 3:26:15 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

Host Organization Name

What Organization/Department is hosting the event?

Phi Alpha Theta, Eta Xi

Event Name

Spring Banquet

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.

50

About the event

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

The Spring Banquet is an event for students to network and socialize with the department and alumni. There will be two speakers. The first speaker is typically a faculty member who will give a presentation about the current research they are doing. For this year we are hoping for Dr. Ping Yao to speak about her recent book about women in the Tang Dynasty. We are waiting for her confirmation. The second speaker is normally an alumnus who will talk about his experience after school. This year we will have alum George Skribin come to talk about working at a community college and the challenges he faced in the job market. After the speakers, we will be initiating the newest members of PAT and the department will hand out scholarships to deserving students in the department.

Time & Location

Start Date/Time

03/01/2020 - 10:30 AM

End Date/Time

03/01/2020 - 1:30 PM

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.
833 West Torrance Blvd Torrance, CA 90502

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

Provide the name of the officer submitting this form.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

Organization Advisor Phone Number

Organization Advisor Name

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.

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

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
106082a9-7e6c-48fb-8f2f-5447a94da290.pdf

Who is invited to this event?

Cal State LA Community

General Public

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING SOCIAL

Cover Image

Please select an image that corresponds to your event.



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

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://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?

Does your organization plan on serving alcohol at its event?

Yes

Please upload your organization's Request to Serve Alcoholic Beverages Form for review.*

Check the resources section below for a link to the form.

[41d2dfdb-aaa7-4d9f-b0ff-c7ee4f229161.pdf](#)

TIPS + SVPT trained members who will be in attendance during the entire duration of the event.

You will need at least 2 members present

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 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

Notes

Event Notes

At the time of this submission, I have reached out to the venue to get their liquor license.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REQUEST TO SERVE ALCOHOLIC BEVERAGES

Application must be submitted to the Associate Vice President for Administration and Finance (AVPAF) in the Administration building, Room 307 for approval at least ten (10) working days prior to the event's date. In order to expedite the process, please answer all questions and print clearly.

1. Type of Organization

On-Campus Organization Off-Campus Organization Individual Student Faculty Staff

2. Organization/Individual Holding Event

Organization Name: Phi Alpha Theta, Eta Xi

Nature of Organization (Social, Athletic, Academic, etc.): Social

Contact Person: [REDACTED]

Department: History

Telephone No.: [REDACTED] Facsimile No.: _____

Type of Event: Social Date(s): 3/1/2020

Location of Event: The Alpine Village

Address: 833 W. Torrance Blvd. Torrance, CA 90502

3. Person in Charge of the Organization

Name: [REDACTED]

Department: History

Telephone No.: [REDACTED] Facsimile No.: _____

4. On-Campus Sponsor/Advisor

Name: [REDACTED] Will he/she be attending the event? Yes No

Department: History

Telephone No.: [REDACTED] Facsimile No.: _____

5. Beverage(s) to be Served*

Type of beverage(s) to be served: water, fruit juice, soda, beer, champagne

Will beverage(s) be sold or complimentary? Sold If sold, Vendor's name: The Alpine Village

CA Liquor License Number: type 47 #161728 Expiration Date: 08/2020

If alcoholic beverages are complimentary, state source of funds used to purchase: _____

Student organizations must register their event with the
Center for Student Involvement
prior to submitting this request to the AVPAF.
Visit the University-Student Union (U-SU), Room 204, for more information.

* Please note: Non-alcoholic beverages must be available at this event.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REQUEST TO SERVE ALCOHOLIC BEVERAGES

Please answer all questions.

1. Number of expected attendees at this event: 50

2. Maximum number of occupants allowed at the location: 90

3. How will the number of guests be monitored to ensure that the maximum occupancy rate is not exceeded? (e.g., guest by invitation only): No more than 50 people typically show up to the event. The venue also monitors the number

4. Are all expected guests over the age of 21? Yes [] No [x]

If not, identifications must be checked and guests over the age of 21 must be clearly identified to avoid serving alcoholic beverages to minors (e.g., guests 21 years of age or older will be given wristbands).

5. How will identification be checked? The venue will be checking identification of those wanting an alcoholic beverage.

6. For events providing complimentary alcoholic beverages, is bartender licensed? Yes [] No [x]

6a. If so, provide name, CA liquor license number and expiration date.

Name: _____

CA Liquor License No.: _____ Expiration Date: _____

6b. If not licensed, provide name and age of person(s) serving alcoholic beverages (Must be 21 years of age or older).

Name(s) and Age(s): _____

7. Will food be available? (It is recommended that food be available.) Yes [x] No []

8. Will hired security be available? Yes [] No [x]

9. Has campus police been notified of the event? (If not, they must be notified.) Yes [] No [x]

10. Alcoholic beverages will be served from 11:30 (am [x] pm []) to 1:30 (am [] pm [x]).

For events ending after midnight, alcohol service should discontinue at least one (1) hour prior to the conclusion of the event.

I have read Cal State L.A. Administrative Procedure 019 regarding the Use of Alcoholic Beverages on Campus and hereby agree to abide by the provisions stated therein. Also, I agree to comply with all local, State and Federal laws including those governing alcoholic beverage service, consumption and intoxication.

Note: Under California law, both the host and the beverage server are responsible for monitoring alcoholic intoxication.

Edwin Hurtado
Representative's Name (print)

President
Title

Edwin Hurtado
Signature

OFFICE USE ONLY:

Request Received on: _____ Agreement Faxed on: _____ Notified on: _____

Associate V. P. for Administration and Finance: _____ Signature Date: _____