

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

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

CLUB/ORG: English Graduate Student Association
 EVENT TITLE: Significations Conference
 DATE(S) OF EVENT: 4/25/20 SEMESTER: SPRING
 EVENT LOCATION: 3rd floor of Golden Eagle Ballroom
 EXPECTED ATTENDANCE: 100
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 75

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:

1 day conference for graduate students to present their research interests, have their work published in our journal and network with other scholars

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Significations' presentation and publication across multiple disciplines provide an academic and professional opportunity for graduate students to meet and share their intellectual curiosity and findings.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Breakfast + Lunch	1,994.97	HONORARIA / CONTRACTS	Honorarium	1,000.00
MARKETING	Flyer + Poster	78.26	OTHER	Proceedings Booklets	1,058.64
				Conference Materials (folders, pens)	400.00
				Name tags for presenters, moderators	60.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 4,591.87
 TOTAL REQUESTED FROM ASI 3,000.00
 AMOUNT FROM OTHER SOURCES 2,000.00
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS *SR*
 TIME STAMP: *FEB 27 11:43:04*





CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Click to Order Online quote valid for 30 days

QUOTE ID	814.1
QUOTE DATE	February 18, 2020
CUSTOMER	201000 - College of Arts and Letters (A&L)
ACCOUNT	
CUSTOMER PO	
TURNAROUND	
SALESPERSON	Bernard Kane
ESTIMATOR	Bernard Kane

BILL TO
College of Arts & Letters (A&L) 5151 State University Drive MUS 228 Los Angeles, CA 90032

CONTACT	
EMAIL	
PHONE	
FAX	

Project: Significations 2020 materials

1	DESCRIPTION 1/0 11x17 Prints 11.000 x 17.000 inches 4ColorDigital (White Matte 100lb Text) 2 sheets per set	Quantity	10	15	20
		SUB TOTAL \$7.13 \$8.20 \$9.26			

2	DESCRIPTION 4/0 24" x 36" Posters 24.000 x 36.000 inches Inkjet-Flat Bed (White Foam Board Insite Reveal 3/16")	Quantity	2		
		SUB TOTAL \$69.00			

3	DESCRIPTION 1/1 8.5x11 Prints 6.000 x 9.000 inches 1ColorBlkWhtDigital (Williamsburg White Offset Smooth 70lb Text) 200 sheets per set Finish Size 9.000 x 6.000 inches	Quantity	75	80	85
		MEMO	guts		
SUB TOTAL \$879.38 \$936.00 \$992.63					

4	DESCRIPTION 4/4 11x17 Prints 9.000 x 12.000 inches 4ColorDigital (White Matte 80lb Cover)	Quantity	75	80	85
		MEMO	cover		
SUB TOTAL \$58.33 \$61.40 \$66.01					

TOTAL QUOTE	\$1013.84	\$1005.60	\$1067.90
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CAL STATE LA

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ACCEPTED BY _____

DATE _____

Above prices do not include postage, shipping fees or sales tax. Prices based upon receipt of "press ready" artwork. Graphic design and artwork correction services available at \$65.00 per hour. Rush turnarounds subject to approval and availability. All quotations are valid for 30 days.



Golden
Eagle
Hospitality

for: Event # E38595
on: Saturday, April 25, 2020

Client/Organization English Graduate Student Association	Event Date 4/25/2020 (Sat)	Booking Contact [REDACTED]	Event # E38595
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name English Graduate Student Association	Sales Rep Amanda Tapia	Theme Delivery	Guests 100 (Act)
			Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		8:00 am	12:00 pm	USU	Delivery

Setup Notes

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Deliver to USU TBD				(10) White Linen (Round Tables)	Each	5.00	50.00
Breakfast Delivery Time - 08:00 AM							
(100) Disposables	Each	0.50	50.00				
(3) Assorted Muffins and Danishes-Mini	Dozen(s)	18.00	54.00				
(4) Bagels With Cream Cheese	Dozen(s)	22.00	88.00				
(1) Medium - Fresh Fruit Salad (50pp)	Bowl(s)	85.00	85.00				
(2) Fresh Orange Juice	Gallon(s)	18.00	36.00				
(3) Fresh-Brewed Coffee (Regular)	Gallon(s)	25.00	75.00				
(1) Hot Water w/ Assorted Teas	Gallon(s)	22.00	22.00				
Water Service							
(100) **Lunch Delivery at -12:00 PM**	Guest(s)						
(100) Disposables	Each	0.50	50.00				
***NO Chafers**							
(1) Full Pan -Grilled Sliced Chicken w/ Tomatillo Salsa w/ Roasted Corn & Cherry Tomatoes (Aluminum Pan)	Each	135.00	135.00				
(1) Half Pan -Grilled Sliced	Each	75.00	75.00				

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

E38595 - English Graduate Student Association

Chicken w/ Tomatillo Salsa w/
Roasted Corn & Cherry
Tomatoes (Aluminum Pan)

(1) Full Pans- Grilled Vegetable Lasagna (Aluminum Pan)	Each	125.00	125.00
(1) Full Pan - Mashed Potatoes (Aluminum Pan)	Each	95.00	95.00
(1) 200-Sautéed Vegetables (Aluminum Pan)	Each	50.00	50.00
(1) 200 Pan- Buttered Green Beans	Each	50.00	50.00
(30) -Garlic Breadsticks	Each	1.25	37.50
(3) Caprese Skewer With Balsamic Vinigrette	Dozen(s)	24.00	72.00
(1) Small - Asian Style Noodle Salad with a Thai Peanut Dressing(36-74pp)	Bowl(s)	40.00	40.00
(1) Small - Black Bean and Corn Salad (15-35pp)	Bowl(s)	50.00	50.00
(1) Small - Hummus And Pita Chips (15-35pp)	Bowl(s)	65.00	65.00
(1) Small- Guacamole and Tortilla Chips	Bowl(s)	65.00	65.00
(9) -Assorted Cookies	Dozen(s)	15.00	135.00
(2) Lemonade	Gallon(s)	16.00	32.00
(1) Fruit-Infused Water (Cucumber/Lemon/Mint)	Gallon(s)	25.00	25.00

Water Service

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,321.50	190.00	0.00	50.00	0.00	0.00	0.00	1,561.50
Service Charge	224.66	32.30	0.00	8.50	0.00	0.00	0.00	265.46
Taxes	146.89	21.12	0.00	0.00	0.00	0.00	0.00	168.01
Total	1,693.05	243.42	0.00	58.50	0.00	0.00	0.00	1,994.97

Subtotal	1,561.50	Paid	0.00
Tax	168.01	Balance	1,994.97
Service Charge	265.46		
Total Value	1,994.97		

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: _____
(Please sign & date all pages)



UNIVERSITY
STUDENT UNION

Event Registration

Significations Conference

Revised By: [REDACTED] on 2/20/2020 8:54:26 AM - Version 4

[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?
English Graduate Student Association

Event Name

Significations 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.

100

About the event

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

Significations examines the significations of language, image, and literary representations of meaning and experience. We invite papers from all periods and genres of literary, linguistic, and visual culture. In addition, we welcome investigations of cultural studies, critical theory, film, gender studies, philosophy, the social sciences, and visual and performing arts.

The Significations conference will consist of multiple panels where graduate students will present on their research topics to their peers and Cal State LA students.

Time & Location

Start Date/Time

04/25/2020 - 8:00 AM

End Date/Time

04/25/2020 - 6:00 PM

Where will the event take place?

On campus

On Campus Locations

University-Student Union Building

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.

Third floor of USU (Los Angeles Room, Alhambra Room, Boardroom North, Boardroom South, San Gabriel Room, Montebello Room Pasadena Room) and USU Theatre

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

If your organization 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

Social Media Site

Facebook

Instagram

Social Media Handle

<https://www.facebook.com/significationscsula> [instagram.com/significations_csula](https://www.instagram.com/significations_csula)

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
8d7218c6-b37a-4ee0-a3ec-d2938d612370.jpg

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING

CONFERENCE/CONVENTION

EDUCATIONAL

FOOD

LEADERSHIP DEVELOPMENT

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.

Conference/Convention

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?

Does your organization plan on serving alcohol 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 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

Lineage. Fragments. Futurity.

significations

Date: April 25th, 2020

Time: 9:00 a.m. - 5:00 p.m.

Location: Student Union 3rd Floor
California State University LA

Please join us for the 25th Annual Graduate Student Conference! The event is free to attend and a great opportunity to become more involved and familiar with our campus' academic life and achievements. Cal State LA students of various disciplines will be presenting original conference papers and research.



DEPARTMENT OF
ENGLISH



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.