Minutes

Finance Committee

📅 Thu October 21st, 2021
🕒 1:15pm - 2:30pm  PDT
📍 ASI Boardroom - Titan Student Union
👥 In Attendance

1. **Call to Order**
   Christopher Carlsen, Chair, called the meeting to order at 1:17 p.m.

2. **Roll Call**
   Members Present: Carlsen, Diaz, San Gabriel
   Members Absent: Arnwine (E)
   Liaisons Present: Chammas, Mitchell, Nettles
   Liaisons Absent:
   According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

   * Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

   ** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

   Absence of Arnwine (Carlsen-m,Diaz-s) was excused by unanimous consent.

3. **Approval of Agenda**
**Decision:**  (San Gabriel-m/Diaz-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

   **Decision:**  (San Gabriel-m/Diaz-s) The October 7, 2021 Finance Committee meeting minutes were approved by unanimous consent.

   a. **10/07/2021 Finance Committee Minutes**

5. **Public Speakers**

   Members of the public may address Finance Committee members on any item appearing on this posted agenda.

   Members of the public may address Finance Committee members on any item appearing on this posted agenda.

   There were no public speakers.

6. **Reports**

   a. **Chair**

      Christopher Carlsen, Chair shared a report on handbills, will be passed out on Nov 9 near Mahalo Hall building. Reviewed the Executive Senate budget with Dawson.

   b. **Director, Student Government**

      Asha Nettles, Director of Student Government, shared a report on taking care of self, and attending classes. Note on various committees on campus. Know any students who have interest in academic committees, refer them to ASI.

7. **Unfinished Business**

   None

   There was no unfinished business.

8. **New Business**

   a. **Action: Expenditure over $5,000 Request - BICC**

      The Committee will consider a request for an expenditure over $5,000 from the Business Inter-Club Council (BICC) for the guest speaker fee of $13,000 for one of Business Madness 2022’s events on March 9th, 2022.
FC 002 21-22 (San Gabriel-m/ Diaz-s)

A motion was made and seconded to approve a request over $5,000.00 for the Business Inter-Club Council (BICC) for their guest speaker fee of $13,000.00 for one of Business Madness 2022 events on March 9, 2022.

Carlsen reviewed the request.

BICC representatives shared information on BICC funding expenditure. Carnival, workshop, speaker event. Reasons for the request over standard budget limit request over $5,000. Shared a presentation on upcoming funded events. Will have Jia Jiang giving a speech, gave a TED Talk previously.

Carlsen opened the floor to questions.

- Diaz requested an overview of what the event will entail, including if there would be a Question/Answer session, and what are some of the topics the speaker will discuss. The BICC Chair and Vice Chair shared the theme of the event is Rejection Theory. The first thirty minutes will cover the speaker's personal experience dealing with rejection. The final thirty minutes will be a Question/Answer session. Food will be provided by BICC prior to the start of the event. The event will be approximately one hour in duration.
- Nettles provided an overview of viewpoint neutrality. The speaker/artist/performer of an event is not to be used as a factor in determining funding. So long as the event is free, accessible, and open to students. The type and content of speakers is not to be taken into account which would include subjective interpretation of speaker/content, etc; only the benefit of the event to students.
- Diaz asked what are the means for promoting/advertising this event? BICC shared the event will be promoted through social media, fliers available through bulletin boards located in the College of Business and Economics, through art organizations within BICC, and sending mass emails through Business Madness Week to all business students prior to the event.

Carlsen opened the floor to discussion.

- Chammas shared positive opinion and enthusiasm for the upcoming event as many students have faced, and will likely face some amount rejection after graduation. This is a topic not widely discussed.
- Diaz commended BICC for negotiating a more cost-effective price with the event speaker as many clubs on campus do not commonly make an effort. The information provided by the speaker will be beneficial to
students, especially art students, as it is common for artists to face rejection.

- Carlsen shared in 2019 the students of business were anticipating the event. Shared appreciation for planning the event far enough in advance to give the Committee time to arrange the event.

Carlsen asked if there were any objections to moving to a roll call vote. There were no objections.

**Decision:** FC 002 21-22 (San Gabriel-m/Diaz-s) Roll Call Vote: 3-0-0 The motion to approve a request over $5,000.00 for the Business Inter-Club Council (BICC) for their speaker event during Business Madness Week 2022, was adopted.

b. **Action:** Expenditure over $5,000 Request - SWANA ICC
The Committee will consider a request for an expenditure over $5,000 from the SWANA ICC for the performance fee of $5,000 for one of SWANA Week’s events.

**FC 003 21-22 (San Gabriel-m/Diaz-s)** A motion was made and seconded to approve a request over $5,000.00 for SWANA ICC for the performance fee of $5,000.00 for one SWANA Week’s events.

Carlsen yielded to Chammas to review the request.

Chammas provided an overview of the request. This will be the third annual SWANA Week hosted by CSUF. The purpose of SWANA Week is to show representation on campus. ASI will not be involved in the demographics or planning of the event. All arrangements will be administered through the SWANA ICC. The event is intended to represent the unique heritage, culture, and traditions through the CSUF venue including food, workshops, and dance. This event will allow the SWANA community to express their customs and traditions from their home community, to the places they’ve travelled, including students who have travelled to America to receive an education as well as a place to live. This event is intended to increase cultural awareness amongst students, building relationships with the SWANA community, and understanding their cultural values. This event will increase inclusivity for the SWANA community as members of the campus community. A request is made for $5,000.00 to fund the cost of event. The price includes an increase in the number of performers. The event will be four hours in duration. The first one and a half hours will include their performance. The remainder of the event will include the teaching of the Depka Dance along with student participation.
Carlsen opened the floor to questions.

- San Gabriel asked, what is the location of the event? Chammas answered, this event will be held Thursday, November fourth, at 4:30pm. The SWANA team will not appear until approximately 5:15pm as SWANA food will be served, along with a disc-jockey. The event will be located outside the Becker Amphitheatre near the Titan sign. Fliers will also be posted and available.
- Diaz asked if the increase in the number of dancers is reflected in the invoice. Chammas confirmed.
- Carlsen asked if the number of dancers was previously five. Chammas confirmed.

Carlsen opened the floor to discussion.

- Nettles shared, a brief history of oranizations through which SWANA events have been funded. This is the first time funding for SWANA events has been requested through ASI.

Carlsen asked if there were any objections to moving to a roll call vote. There were no objections.

**Decision:** FC 003 21-22 (San Gabriel-m/Diaz-s) Roll Call Vote (3-0-0): The motion to approve the request over $5,000.00 for SWANA ICC for one of the SWANA Week’s performance events was adopted.

9. **Announcements/Member’s Privilege**
   There were no announcements.

10. **Adjournment**
    Christopher Carlsen, Chair, adjourned the meeting at 1:39 p.m.

Christopher Carlsen, Finance Committee Chair

Susan Collins, Recording Secretary
### Roll Call 2021-2022

#### 10/21/2021 FINANCE Committee Roll Call

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ACTION ITEMS:

<table>
<thead>
<tr>
<th>Roll Call Votes</th>
<th>start 002</th>
<th>002 - BICC over $5k Request</th>
<th>003 - SWANA ICC over $5k Request</th>
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<tr>
<td></td>
<td>Yes</td>
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*Recording Secretary: Susan Collins
Mitchell arrived at 1:29 pm
Expenditure Request

Business Madness Guest Speaker
Business Madness Week

Business Madness takes place during the first week of March and is filled with activities for all of CBE to enjoy! Throughout the week, we will have a professional workshop, fun activities, an exclusive speaker event, and a Career Expo hosted by the Business Career Center.
Business Madness Week

BUSINESS ETIQUETTE WORKSHOP
Wednesday, March 3rd, 2021
6-7:30 PM
TSU Pavilion

BUSINESS INTER-CLUB COUNCIL

How to Talk to Employers at the Virtual Job Fair
Paint Night
2:15 - 3:45 PM 5 - 6:30 PM
RSVP: bit.ly/biccfairprep
RSVP’S CLOSED

Bold, Brave, Branding
4 - 5:45 PM
RSVP: bit.ly/biccblanding

Surprise Guest Speaker
6 - 7 PM
RSVP: bit.ly/biccspeaker

Career Expo
1 - 5 PM
RSVP: bit.ly/CBE-CE

BICC CARNIVAL
March 2nd, 11:00 am - 1:00 pm
Mihaylo Courtyard

KICK OFF BUSINESS MADNESS WEEK AT THE
BICC CARNIVAL
March 2nd, 11:00 am - 1:00 pm
Mihaylo Courtyard

BUSINESS INTER-CLUB COUNCIL
RSVP TO
Paint Night
March 1, 2021 | 5 - 6:30 PM
Zoom ID: 519 787 3307
bit.ly/biccpaint

RSVP TO
Bold, Brave, Branding
March 2, 2021 | 4 PM
Zoom ID: 814 760 6227
bit.ly/biccblanding

RSVP TO
Surprise Guest Speaker
March 3, 2021 | 6 PM
bit.ly/biccspeaker

RSVP TO
Career Expo
March 1, 2021 | 1 PM
bit.ly/CBE-CE
Jia Jiang

Jia Jiang is an entrepreneur and top keynote speaker on emotional intelligence and overcoming rejection, famous for his “100 Days of Rejection” challenge.

EVENT: Wednesday March 9th, 2022 @ 6PM
TSU PAVILLIONS (TENTATIVE)

COST: $13,000

Previous Speaking Fee: $17,500
A RESOLUTION APPROVING AN EXPENDITURE OVER $5,000: BICC BUSINESS MADNESS SPEAKER

Sponsors: Christopher Carlsen

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, per policy, any funding provided to students or student organizations in excess of $5,000 for a single expense must be approved by the Finance Committee; and

WHEREAS, Business Inter-Club Council has provided the documentation attached seeking approval for a single expense of $13,000; therefore let it be

RESOLVED, ASI approves the expenditure request for the BICC Business Madness Speaker; and let it be finally

RESOLVED, that this Resolution be distributed to applicable ASI departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the DATE day of MONTH in the year two thousand and twenty-one.

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors
### Program & Audience

<table>
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<tr>
<th>Speaker’s Program Topic:</th>
<th>Number of Attendees: 150</th>
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<tbody>
<tr>
<td>Rejection Proof</td>
<td>Attendee Profile: Students</td>
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</table>

| Event Name: Business Madness Week | Number of Programs: 1 |

| Weblink: | Speaker Attire: Business Casual |

### Agenda

<table>
<thead>
<tr>
<th>Start Time + Time Zone: 6:00 PM PT</th>
<th>Venue/Virtual Platform: Campus-Titan Student Union (Pavilion A)</th>
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<tbody>
<tr>
<td>Program Length: 40 Minutes</td>
<td>Venue Address: 800 N State College</td>
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<tr>
<td>Q&amp;A Length: 20 Minutes</td>
<td>City: Fullerton</td>
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<tr>
<td>Total Program Length: 60 Minutes</td>
<td>State: CA</td>
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Detailed Agenda (include pre-record due dates, speaker arrival/login time, tech check):

5:15 pm: Arrival time at the location
6:00 pm: Keynote session begins
6:45 pm: Q&A
7:00-7:30 pm: Closing/pictures/meet & greet with students
Speaker’s commitments will be done by 7:45pm
### Special Requests  SUBJECT TO SPEAKER APPROVAL

**Additional Activity Requests**

- [ ] Pre-event call with Speaker (or in some instances Speaker’s representative)
- [ ] Book Signing (if Client purchasing Speaker’s books)

**Recording Requests (Subject to Speaker Approval)**

- [ ] Recording for Future Promotion: Client may record program and use recorded clips (under 2 minutes total) for future event promotion. Speaker must approve clips.
- [ ] Recording for Internal Use: Client uses recording (pre-approved by Speaker) for internal use only on a password-protected server for up to 30 days.
- [ ] Livestreaming: Client livestreams for internal use on a password-protected server available to registrants only.
- [x] No Recording

Recording Requests:
- No recording

### Contacts

**Primary Client Contact**

- Name: Vivian Yenson
- Phone: (714) 548-7800
- Address: 800 N State College Blvd
- State: CA  ZIP: 92831
- Title: BICC President
- Email: biccpresident@fullerton.edu
- City: Fullerton
- Country: United States

**Billing (if different than primary contact)**

- Name: Vivian Yenson
- Phone: (714) 548-7800
- Address:
- Title: President, Business Inter-Club Council
- Email: biccpresident@fullerton.edu

**Client’s Logistics Contact**

- Name: Vivian Yenson
- Mobile Phone: (714) 548-7800
- Email: biccpresident@fullerton.edu

### Fees and Travel/Tech Details

**Speaker Fee:** $13,000 USD  *Net of country, state, county or local taxes*

If your organization withholds a percentage of payment due to state or country tax policies, please indicate regulated percentage here ___, as it may impact Speaker’s fee.

**Travel/Tech/Studio Fee:** $0 USD

Travel/Tech/Studio Details:

- Speaker to book and pay for all travel including: airfare, home and event city ground transportation, hotel, meals and incidentals.
Your signature below acknowledges you are authorized to sign BigSpeak, Inc.’s (BigSpeak’s) Client Firm Offer on behalf of Client. Upon Speaker’s acceptance of this Firm Offer, this document becomes a binding contract.

**Payment.** Nonrefundable confirmation deposit (50% of Speaker Fee and 100% of travel fee) is due within 14 days; balance (50% of Speaker Fee) is due 30 days prior to the event date, or the pre-recorded program due date, whichever comes first. For events within 30 days of BigSpeak’s receipt of the signed Client Firm Offer, 100% of Speaker and Travel Fees are due within two business days.

**Cancellation.**

**Client.** If Client cancels (effective when written notice is received by BigSpeak):
- 0-90 days before Event, 100% payment is due;
- 91-120 days before Event, 75% is due;
- 121 or more days before Event, 50% is due.
Client is responsible for any non-refundable travel expenses Speaker has incurred.

**Speaker.** If Speaker cancels and BigSpeak is unable to provide another Speaker acceptable to Client, Speaker and BigSpeak will return any prepaid fees to Client, without interest and without further liability.

**Speaker Requirements.** Certain speakers require different payment and cancellation terms from above and have additional requirements (e.g. recording, travel, A/V, insurance) not listed above.

**Visas.** For events outside the United States, Client is responsible for ensuring that any needed work visas have been obtained by Speaker for the event. BigSpeak recommends this process to begin 90 days or earlier before the event.

**Additional Activities.** Additional Activities are requests by Client and not guaranteed as part of the Program. The Speaker Fee is for the Program only and any Additional Activities are undertaken at Speaker’s discretion.

**Virtual Programs (if applicable).** Client agrees to provide a reliable technology platform suitable for both audience and Speaker use, and to ensure there are no delays, delivery failures, viruses, hacker intrusions or other damage resulting from use of the platform. If an unrecoverable platform or connectivity failure occurs, either prior to or during the Speaker’s presentation, Speaker and Client will make reasonable efforts to reschedule the event, subject to Speaker’s availability and terms. Client agrees to comply with all laws and regulations governing personal privacy and personal data protection while preparing or using the technology platform.

**Force Majeure.** In the event performance of any obligation under this agreement by either party is prevented due to acts of God, exchange controls, export/import controls or other government restrictions, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, epidemics, pandemics, or any other cause beyond the reasonable control of a party, that party shall not be responsible to the other party for failure or delay in performance of its obligations under this agreement. Each party shall promptly notify the other party of a force majeure condition. Force majeure shall not exempt, but merely suspend any party from its duty to perform obligations under this contract, and performance shall then be rescheduled to a mutually acceptable time to take place within 12 months from the original event date. If the event is rescheduled, payment shall be due according to the originally scheduled event date and Client will be responsible for any additional travel expenses associated with rescheduling the program.

**Governing Law.** This agreement shall be governed by the laws of California.

**Indemnification.** Each Party (Client, BigSpeak, Speaker) shall each indemnify, release, defend and hold harmless the other Parties (including their directors, officers and employees) from and against claims, demands, causes of action, losses, damages, liabilities, costs and expenses, including reasonable attorneys’ fees and costs, arising out of a third Party claim, action, or proceeding, based directly or indirectly arising from or relating to its performance under this contract. Except for willful misconduct or gross negligence, no Party shall be liable to the other for punitive, exemplary, special, indirect, or consequential damages including, lost profits, each Party’s aggregate liability being limited to the other Party’s direct damages.
Collection. If BigSpeak must recover funds from Client using an attorney or collection agent, Client agrees to pay all collection costs including reasonable attorneys’ fees and litigation costs incurred to recover funds due under this agreement. BigSpeak may choose arbitration or file action in court to recover funds due.

Recording, Reproduction & A/V. Client agrees not to photograph, record, or reproduce any part of Speaker’s presentation without BigSpeak’s prior written consent. If Speaker approves recording, Client shall provide a full-length copy of the recording to BigSpeak after the event. Client will pay for reproduction of handout materials (if any). Speaker will provide one master copy in digital form. Client is responsible for Speaker’s audio/visual requirements.

Publicity. Events may not be publicized until BigSpeak receives Client’s deposit and Speaker approves the contract terms. When the deposit is received, Speaker’s marketing materials (headshot, bio, etc.) will be provided. Client must receive written permission from BigSpeak to modify Speaker marketing materials.

Modifications. Modifications to this Agreement must be agreed to and signed by all parties in writing.

Breach of Contract. In the event Client refuses or neglects to perform any of the contract items, and/or fails to make required payments, Speaker shall have the right to refuse to perform this contract, and BigSpeak and Speaker shall retain any amounts paid to BigSpeak by Client, and Client shall remain liable to BigSpeak and Speaker for the agreed upon fees, including all remaining balances.

Agreed by Client:

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
<th>Name and Title (Printed) of Authorized Signatory</th>
</tr>
</thead>
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7.1.21

800 N. Milpas Street, Santa Barbara, CA 93103 | 805-965-1400 | bigspeak.com
A RESOLUTION APPROVING AN EXPENDITURE OVER $5,000: SWANA

Sponsors: Christopher Carlsen

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI’s mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, per policy, any funding provided to students or student organizations in excess of $5,000 for a single expense must be approved by the Finance Committee; and

WHEREAS, SWANA ICC has provided the documentation attached seeking approval for a single expense of $5,000; therefore let it be

RESOLVED, ASI approves the expenditure request for the Freedom Dabka Group Performance during SWANA Week; and let it be finally

RESOLVED, that this Resolution be distributed to applicable ASI departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the DATE day of MONTH in the year two thousand and twenty-one.

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors
```markdown
### Freedom Dabka Group

**FOG**
Amer Abdecassul
86 Highland Road
Staten Island NY 10308
347-629-0123

**FOG**
Amer Abdecassul
86 Highland Road
Staten Island NY 10308
347-629-0123

### Invoice Details

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<tr>
<td>Performance Fee</td>
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<td>Flights and tickets (passengers and luggage)</td>
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<tr>
<td>Hotel</td>
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**Invoice Subtotal**: $5,000.00

Please make all checks payable to the Freedom Dabka Group.

Thank you for your business!
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SWANA, LSA, SJP, MSA, COPTIC, ASA, ASA, APARC, ASI, IRANSA
CSUF SWANA Students Present

SWANA WEEK 21

SWANA BREAKY
NOVEMBER 1ST | 1:15 PM - 2:30 PM | GABRIELINO
Travel through several SWANA communities by experiencing a taste of traditional SWANA breakfast foods

GUEST SPEAKER
NOVEMBER 2ND | 5:00PM - 6:15PM | ALVARADO
A DISCUSSION WITH....

SWANA ART
NOVEMBER 3RD | 12:45PM - 2:15PM | DIAB
Learn about the beautiful art of calligraphy in the SWANA region with a presentation from ... and a hands on workshop

DABKE NIGHT
NOVEMBER 4TH | 3:30PM - 8:00PM | AMPITHEATRE
Join us for a professional performance by Freedom Dabke Group and have fun with free food and music by DJ Franky Flow

2021
SWANA WEEK
Celebrating our culture

SWANA Breaky
NOVEMBER 1ST | 1:15PM-2:30PM | GABRIELINO
Travel through several SWANA communities by experiencing a taste of traditional SWANA breakfast foods

Guest Speaker
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A discussion about ....

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Learn about the beautiful art of calligraphy in the SWANA region with a presentation from ... and a hands on workshop

Dabke Night
NOVEMBER 4TH | 3:30PM-8:00PM | AMPITHEATRE
Join us for a professional performance by Freedom Dabke Group and have fun with free food and music by DJ Franky Flow
About SWANA Week

- CSUF’S 3rd SWANA week.
- No representation of the SWANA community on campus.
- The purpose of this event is to represent SWANA culture at CSUF and showcase our unique culture, heritage, and traditions by workshops, food, and events.
- The importance is to allow the SWANA community to express themselves through their customs and traditions.
About SWANA Week

1. Our fellow Titans will be culturally aware, when they are working with people and building relationships with them. It helps to have some perspective and understanding of cultures.
2. It allows others to get a better understanding of the SWANA community and its culture.
3. Allows students to find their communities early on.
4. It allows others to be apart of the culture and express themselves through the workshops, events, and food.
5. People get to interact and learn more about the SWANA Culture, customs and traditions.
6. Strengthens the SWANA pride, and community on campus.
Breakdown: DAY 1

- Food and setup: $500 (Variety of SWANA breakfast foods)

- Sweet 3 Sisters has traditional event planning and food catering. She will be setting up a layout and catering the SWANA breakfast foods so we would traditionally have in the region. It allows others to be apart of the culture and express themselves through the food and community. People get to interact and learn more about the SWANA foods through their customs and traditions while strengthening the SWANA pride, and community on campus.
Breakdown DAY 2

Speaker- $840  
Food- $450 (Armenian Food)

We will be having someone speak to discuss the difference between culture and religion in the SWANA region. It helps to have some perspective and understanding of cultures and allows others to get a better understanding of the SWANA community and its culture and religions that embody it.
Breakdown DAY 3

Materials for 50 people: $160
Guest Speaker: $100
Afghan Sweets: $300 (Hatem Restaurant)

Mr. Sharif is our guest speaker who will be doing a 30 minute presentation on SWANA calligraphy in the region as well as its history and importance. He will then lead a 30 minute interactive workshop to allow students to connect with the community and learn from previous traditions and customs.
Breakdown DAY 4

Dabke- $5000 (for 4 hours)
Dj- $550 (for 3.5 hours)
Food- $1100 (for 100 people) (Naan & Kabob)

We will be having our annual Dabke event at the Becker.  
Set up: 3:30PM  
Dj ready: 4:15PM  
Food ready: 4:30PM  
Dabke: 5:15PM  
Night ends: 8PM

This event is to bring together the community through our traditional dance called dabke. This dance signifies unity and community and is the perfect way to end SWANA Week 2021. We will also be playing SWANA music from all the different countries.
Total: $9000

SWANA donating: $800 (handbills, flyers, utensils all days, miscellaneous items)

Audience:
- Last year: around 250 people
- Sign in sheets/ plates
- Learning objectives and surveys
THANK YOU!