



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG



Lebanese Student Association
California State Polytechnic University

*Request for Proposals to Host
The 2009 Lebanese Collegiate Network Convention*

Prepared by: **Lebanese Student Association at Cal Poly Pomona**
Submitted to: **Lebanese Collegiate Network**
Date: **October 15, 2008**

October 15, 2008

Mr. Serge Haddad
VP of Events
Lebanese Collegiate Network
Los Angeles, California 90053

**Subject: Proposal for Lebanese Collegiate Network:
LCN 2009 Convention**

Dear Mr. Haddad:

The Lebanese Student Association (LSA) at California State Polytechnic University Pomona (Cal Poly Pomona) is pleased to submit our proposal for the Lebanese Collegiate Network (LCN) 2009 Convention. As a University Lebanese Club in Southern California, we believe that we are well positioned to host the LCN 2009 Convention. The Lebanese Student Association members are willing to provide all the effort and support required to successfully host the LCN convention at Cal Poly Pomona.

At LSA, we understand the importance of the LCN convention, and we take it very seriously.

In conclusion, we are enthusiastic in our desire to host the LCN 2009 Convention. We look forward to the opportunity to further work with the LCN board members.

Sincerely,

Leina Saikali
Lebanese Student Association President
California State Polytechnic University, Pomona

Table of Content

LCN Convention Application.....	1
Attachment 1: Room Rental Cost	6
Attachment 2:.....	7
1. Hotel Options:.....	7
2. Regional Airports:.....	8
3. Transportation Services:	8
4. On-campus Catering:	10
5. Banquet Location:.....	10
6. Driving Direction to Cal Poly Pomona:	11
7. Points of Interests near Cal Poly Pomona:.....	12
Attachment 3: Essay	13
Attachment 4: Maps	15
Photos:.....	18
References:.....	19
Contacts:	20



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

Request for Proposals to Host The 2009 Lebanese Collegiate Network Convention

- By checking this box, I acknowledge that the LCN board is **giving preference to Southern California ULCs** to host the 2009 LCN Convention based on time constraints and the location of the current Vice President of Events.

University/College Name: **California State Polytechnic Pomona**

University Lebanese Club Name: **Lebanese Student Association**

**In order to qualify, your ULC must be an LCN dues-paying subscribing member.*

Is your ULC a LCN subscribing dues-paying ULC? Yes No

Dues Payment Date: **October 15, 2008** _____

Contact Name: **Leina Saikali** _____

Contact Number: _____

Contact Email: **lsalkali@csupomona.edu** _____

Has your contact attended the LCN 08 Convention at University of Maryland College Park?

Yes No Not sure, but I intend to find out

❖ **LCN Constitution**

Article VII: **Annual Meeting**

Section 1 The LCN Convention shall be held on such date and at such place as the Board designates. Other meetings shall be held in accordance with the LCN Bylaws.

❖ **LCN Bylaws**

Article III: **The Executive Board**

Section 6 The responsibilities of the officers shall be as follows:

(7) Vice President of Events

The VP of Events shall plan all events relevant to LCN.

7.1 The VP of Events shall ensure that above all, the Annual LCN Convention is carried out every year in the month of March or April.

7.2 The VP of Events shall plan all details relevant to programs and events pending Board approval. This includes but is not limited to: venue selection, scheduling, ticket sales, and logistics.



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

Request for Proposals to Host The 2009 Lebanese Collegiate Network Convention

Please select all the dates your ULC can host the 2009 LCN Convention. These dates fall on Friday, Saturday and Sunday. It is important that you take into account holidays, conflicting school events, spring break dates and other school specific issues when selecting. Participation of your respective ULC membership is imperative to the success of the LCN Convention.

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> March 6-8 th | <input checked="" type="checkbox"/> March 20-22 nd | <input checked="" type="checkbox"/> April 3-5 th | <input checked="" type="checkbox"/> April 17-18 th |
| <input checked="" type="checkbox"/> March 13-15 th | <input checked="" type="checkbox"/> March 27-29 th | <input checked="" type="checkbox"/> April 10-11 th | <input checked="" type="checkbox"/> April 24-26 th |

1. Is funding available from your respective University or College to help sponsor the 2009 LCN Convention?

- | | |
|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes, under certain conditions | <input checked="" type="checkbox"/> Not sure, but I intend to find out |

Conditions: **We will not be able to determine whether or not our college provides funding to the convention until we submit our budget request to the multicultural council, which is due at the end of the fall quarter.**

Last year, the Multicultural Council allocated \$ 2500 to the Lebanese Student Association.

2. Have you had experience reserving funding for ULC related events from your university or college?

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

2a. If so, how much were you able to secure and for what ULC event?

We were able to get funds for several ULC events which include:

LCN convention 2008: \$750.00 (Administrative Funds)

LSA T-Shirts, Camping Trip, Flyers, Banquet: \$ 3000.00 (Multicultural Council)



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

Request for Proposals to Host The 2009 Lebanese Collegiate Network Convention

3. Is it possible to have outside vendors serve food and drinks during the day of the workshop?

- Yes
 No
 Yes, under certain conditions
 Not sure, but I intend to find out

Conditions: _____

4. Is there a hotel located walking distance (less than half a mile) from the potential convention room to house over 50 LCN subscribing student members?

- Yes
 No, distance to nearest hotel: 0 Miles
 Not sure, but I intend to find out

NOTE: Please see Attachment 2 (Hotel Options) for more details.

5. The LCN will require a room that can host 100 people for all of Saturday. Does your University have that capability on the dates you selected?

- Yes
 No
 Not sure, but I intend to find out

NOTE: Please see Attachment 1 for more details.

6. Does your University or College allow alcohol to be served to those over 21 years of age?

- Yes
 No
 Yes, under certain conditions
 Not sure, but I intend to find out

Conditions:

The University will allow alcohol to be served to those over 21 years old of age as long as it is kept inside the room where the event takes place.



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

Request for Proposals to Host The 2009 Lebanese Collegiate Network Convention

7. Some workshops might require access to computer labs. Is it possible to reserve the computer lab at your school?

Yes No
 Yes, under certain conditions Not sure, but I intend to find out

Conditions: _____

8. Can your ULC provide free printing for approximately 100 binders 40 pages thick?

Yes No Not sure, but I intend to find out

9. How many ULC members do you estimate will volunteer to serve on the LCN Convention Committee? Three to four meetings will be held and the main purpose of the committee is to physically assist the LCN during the convention.

1 2 3 4+ Not sure, but I intend to find out

10. Are there any suitable restaurants around campus where the Award Ceremony could potentially be held?

Yes, distance to restaurant: ____0__ Miles No

NOTE: Please see Attachment 2 (Banquet) for more details.

11. Please attach a document to this application listing the rental costs of each of the following items. Please specify whether each cost listed is an actual cost or an estimate.

- a. Speaker systems
- b. Microphones
- c. Screen
- d. Projector
- e. Room Rental costs
- f. Refreshments and snacks

NOTE: Please see attachment 1 for more details.



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

**Request for Proposals to Host
The 2009 Lebanese Collegiate Network Convention**

12. In a double spaced essay which is no more than 500 words, please explain why you believe your ULC would be best suited to host the LCN Convention. Please attach your proposal to this application. Please also submit a map of your campus and circle the buildings you hope to host the workshops. Photos of each room are also welcome.

NOTE: Please see attachments 3 & 4 for more details.



Attachment 1: Room Rental Cost

Room Name: Ursa Major Suite:

Room Capacity: (300 Persons).

Room Cost: Free rental/labor only (see table below)

LABOR RATES

Charge Back	Reason	Amount (\$/ hour)
Building/ Event Manager Staff	Outside Scheduled hours	\$ 10.00/ hour
Custodial Staff	All food and/or large events	\$ 10.75/ hour
Audio Visual and Meeting and Evens Staff	All special set-up outside established room set up	\$8.75/ hour
Utilities	Outside scheduled hours	\$25.00/ hour

Table 1. Labor Rates. Table shows detail cost for Ursa Major Suite Reservations.

Example:

Total Cost for 8 hours (on a Saturday) = \$ 436.00

NOTE: Saturday is considered outside scheduled hours.



Attachment 2:

1. Hotel Options:

Hotel Name	Rate/night (\$)	Occupancy / 1 room	Complimentary Services	Distance From CPP (mile)
Kellogg West Pomona	79	2 people	Free Bronco Shuttle	0
Shilo Inn Diamond Bar	80	4 people	- Free Transportation* - Free Breakfast	1
Hilltop Suite Pomona	99	4 people	- Free Transportation* - Free Breakfast - Free Internet - Swimming pool	1

Table2. Shows hotel options near Cal Poly Pomona.

* Free Transportation: The Hotel Provides free shuttle service to Cal Poly and/or within a 5 miles radius every hour or as needed/ 24 hours. It also provides free shuttle to and from **Ontario Airport**.

- Our hotel options are for the weekend of March 20th-22nd, prices might slightly vary the weekend before or after that date.



2. Regional Airports:

- The closest commercial airport to Cal Poly Pomona is the [Ontario International Airport](#) (ONT), which is about 20 minutes away by automobile.
- The major regional airport, [Los Angeles International Airport](#) (LAX), is about one hour away, depending on traffic.

3. Transportation Services:

- **Transportation from Ontario Airport to Hotel:**

Cost: \$0.00

The Hilltop Suite Hotel provides a free shuttle from Ontario Airport at any time.

- **Transportation From LAX to Hotel**

Prime Time Shuttle:

Shared Ride Van:

Cost: \$ 50.00 / Person. (Round Trip)

\$ 10.00 for each additional person

For more information about *Prime Time Shuttle*, Click: www.primetimeshuttle.com or call (310) 536-7922

Super Shuttle:

Shared Ride Van

Cost: \$ 56.00 / Person (Round Trip)

\$ 9.00 for each additional person

For more information about *Super Shuttle*, Click: www.supershuttle.com or call (800) 258-3826



**Lebanese Student Association
California State Polytechnic University**

Taxis Serving LAX:

Name of the Company	Phone Number
Authorized Taxicab Supervision (ATS)	(323) 776- 5324
Bell Cab Company	(310) 219-3100
Beverly Hills Cab Company	(310) 273-6611
Checker Cab	(213) 482-3456
City Cab	(818) 780-1000
Yellow Cab	(310) 851-5022
United Cab	(323) 653-5050

- **Transportation during Convention:**

Option 1: Carpool

LSA members are willing to provide transportation for the attendees using their own vehicles anytime during the convention weekend.

In addition to LSA members, we will be asking volunteers from local chapters to provide transportation assistants.

Option 2: Rent a Bus

First Charter Student (Bus Company):

Cost: \$375.00 / 5 hours

\$ 65.00 for each additional hour after the 5 hours.



**Lebanese Student Association
California State Polytechnic University**

4. On-campus Catering:

List of on-campus Catering Places:

1. Los olivos:
 - a. Address: 3801 W. Temple Ave. Bldg 55
Pomona, CA 91768
 - b. Phone Number: (909) 869-2950

Note: Off-campus Catering is allowed.

5. Banquet Location:

LCN Dinner could be host at the Kellogg West Restaurant, which is located on campus inside the Kellogg West Hotel.

Kellogg West Restaurant:

- a. Address: 3801 W. Temple Ave. Bldg 55
Pomona, CA 91768
 - b. Phone Number: (909) 869-2222
 - c. Prices: \$19.00/ person for served dinner.
\$22.50/ person for open buffet.
- A deposit of a \$ 200.00 is due when reservation is made.
 - Reservation should be made at least 2 weeks in advance.
 - Microphones and speaker systems are available.



**Lebanese Student Association
California State Polytechnic University**

6. Driving Direction to Cal Poly Pomona:

From Los Angeles:

Take the 10 freeway EAST and exit at Kellogg Drive.

From Orange County:

Take the 57 freeway NORTH to Temple Avenue and exit north (left-hand turn) to the campus.

From The Inland Empire:

Take the 10 freeway WEST and exit at Kellogg Drive.

From the Pasadena area:

Take the 210 freeway EAST to 57 Freeway SOUTH. Exit on Temple Avenue and turn north (right-hand turn) to the campus.



**Lebanese Student Association
California State Polytechnic University**

7. Points of Interests near Cal Poly Pomona:

- **Old Town Pasadena:**

Old Town Pasadena is located around 26 miles away from the Cal Poly Pomona. This area is filled with art galleries, retail stores, restaurants, outdoor cafes, cinemas and clubs.

- **Downtown Los Angeles:**

The city of Los Angeles is located around 30 miles away from Cal Poly Pomona.

- **New Port Beach / Huntington Beach:**

New Port Beach is around 38 miles away from Cal Poly Pomona.
Huntington Beach is around 44 miles away from Cal Poly Pomona.

- **Disney Land:**

Disney Land is around 25 miles away from Cal Poly Pomona.



**Lebanese Student Association
California State Polytechnic University**

Attachment 3: Essay

The Lebanese Student Association at Cal Poly, Pomona may be a young budding club, but we have high aspirations. In our first year of existence, starting off with nothing, we managed to raise over \$4,000, send 3 officers to D.C to attend the 2008 LCN Convention, establish a mailing list of over 40 members, host multiple events, participate in cultural exchanges, and set a name for ourselves on campus.

Our club is growing exponentially and our goals for this year are even higher. One of the ways our club intends to boost member enrollment and morale is to host the 2009 LCN Convention at our school. Hosting this amiable event will allow us to establish ourselves more deeply in the company of other ULC's and in the company of the hundreds of other clubs at our school. The LCN Convention will help unite the Lebanese students of our campus and bring us together with national and ethnic pride to fulfill a common cause.

Hosting the convention will not only be a way for our club to grow and mature, but also a way for us to repay the great services that LCN provides for our club, which surely would not have blossomed the way it has without the support of LCN and its officers. Our club officers and our members recognize and appreciate what LCN stands for and what it provides for us. It would be a privilege and an honor to work hand-in-hand with LCN officers to help plan and host this prestigious event. Our officers are very dedicated to our club and we are all ready and eager to give our all to LCN in order to successfully host the 2009 LCN convention. Our club advisor, Dr. Hany Farran, our Office of Student Life Coordinator



**Lebanese Student Association
California State Polytechnic University**

of Leadership and Student involvement, Edwin Romero, and our club members are all very supportive, on board and ready to help us host the 2nd annual LCN Convention.

Our University campus also boasts a number of reasons why the LCN convention should be held at Cal Poly, Pomona. As members of the office of Student Life, our club has access to many resources on campus. We have, Kellogg West Conference Center and lodge, which is one of the leading conference centers in all of Southern California. The Bronco Student Center has the capacity to host a large conference with the aid of conference services staff. Our campus community also has many resources that would allow for us to receive funding to help keep the cost of the convention down, so as to attract more members to attend. We are also located close enough to downtown LA so that the night life could still be much enjoyed, especially with the assistance of our eager members to carpool attendees to and from downtown.

All in all, the Cal Poly Pomona Lebanese Student Association should be chosen to host the 2nd annual LCN convention because we are a budding club looking to grow and establish ourselves within our community, which will ensure that we will serve LCN dedicatedly throughout the planning and execution process of the convention and we will make LCN proud to boast us as their constituents. We are ready and willing to serve; all that is missing is being given the honor.



Attachment 4: Maps

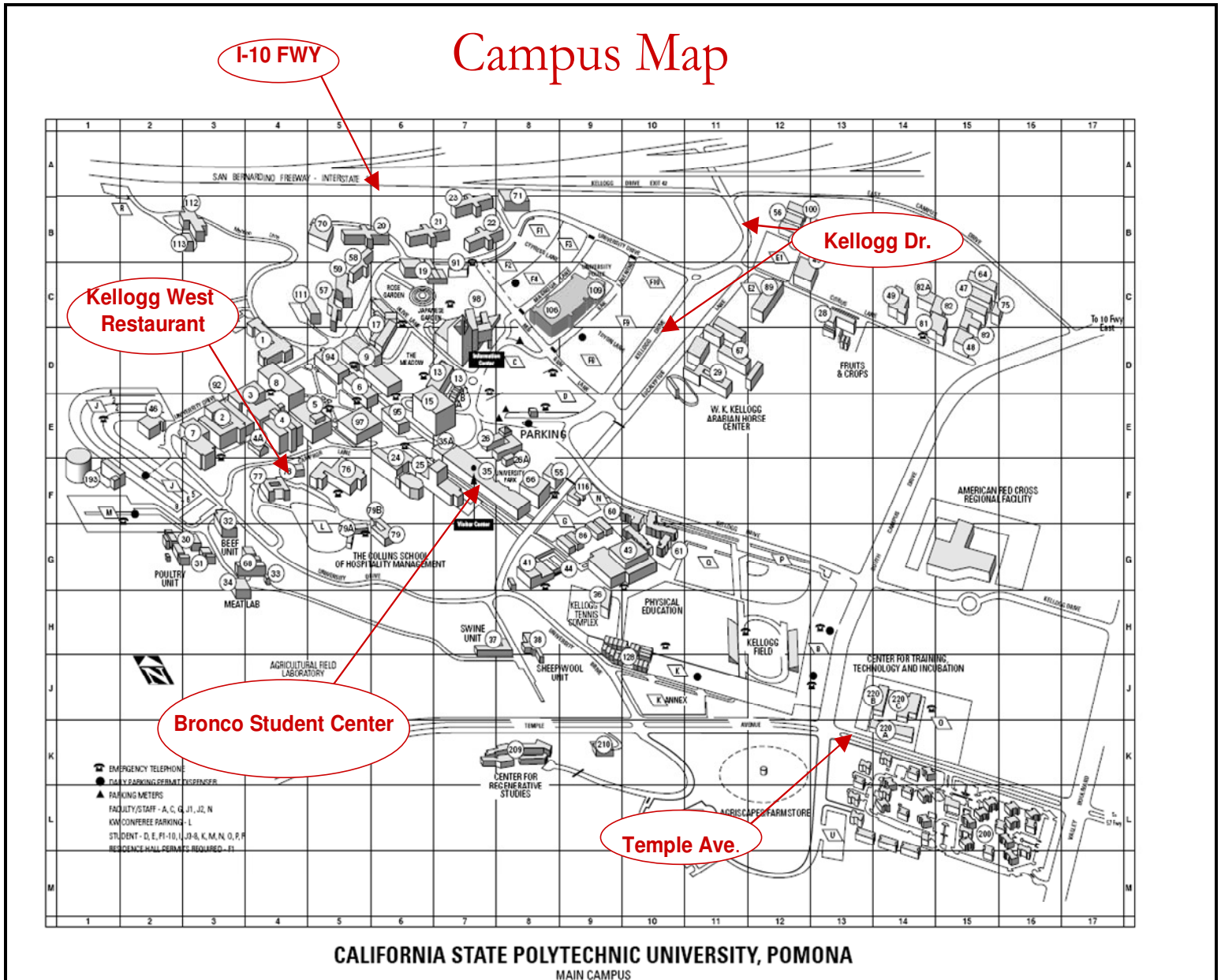


Figure 1.1. Campus Map. Figure shows Campus Map of the California State Polytechnic University.

- Workshops will be held at the Bronco Student Center (Ursa Major Room).



Cal Poly Location Map

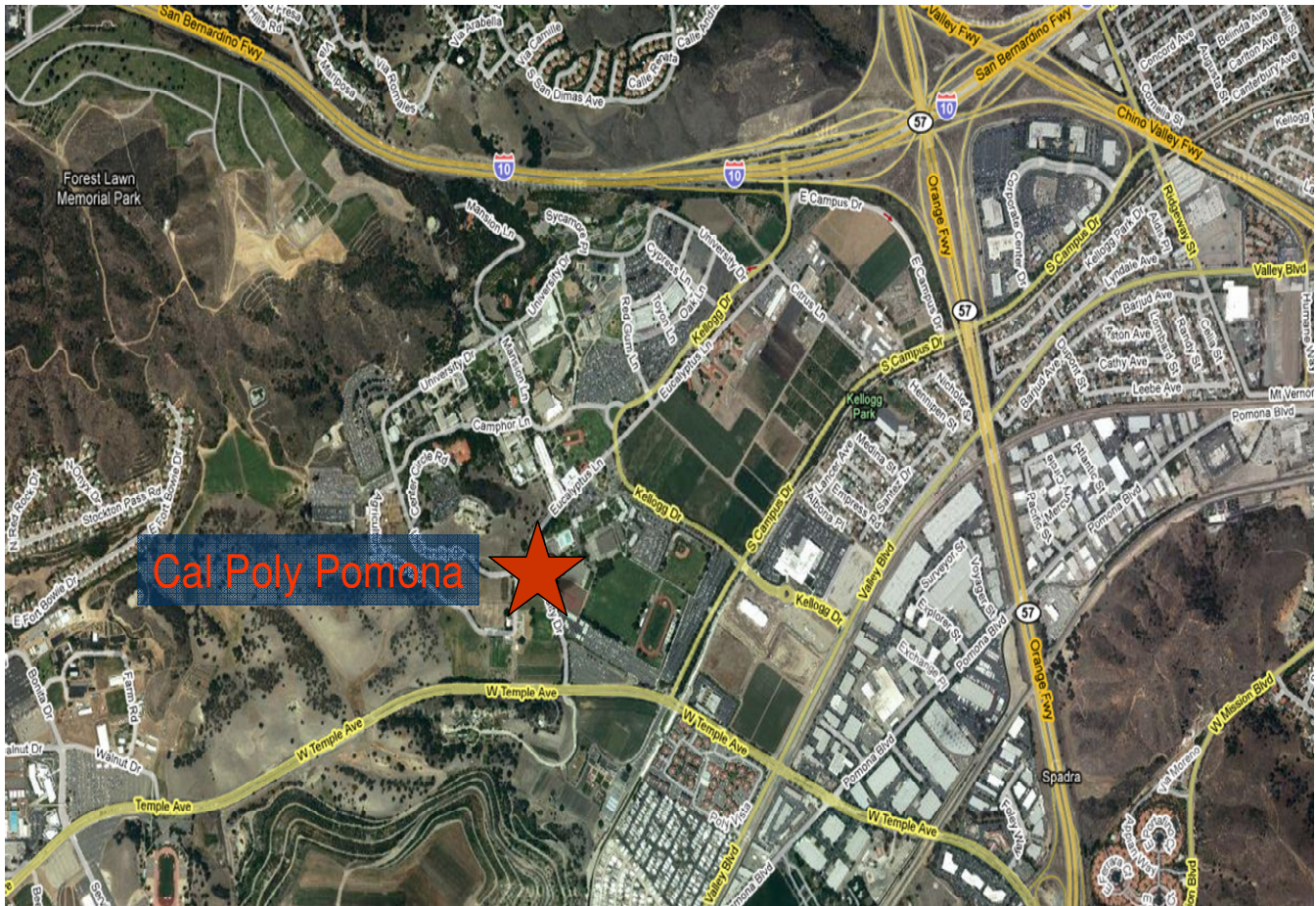


Figure 1.2. Location Map. Figure Shows Location Map of the California State Polytechnic University.



**Lebanese Student Association
California State Polytechnic University**

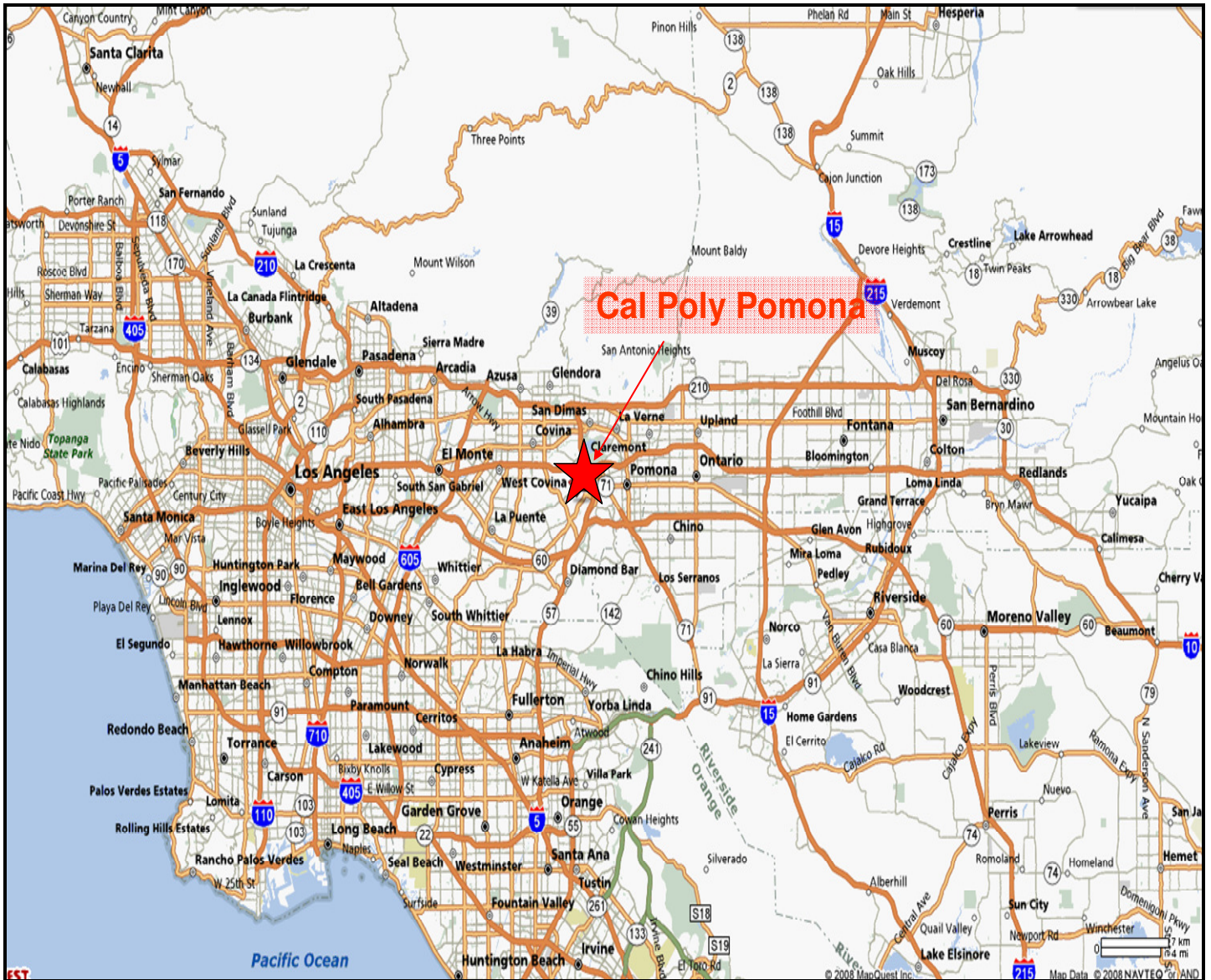


Figure 1.3. Location Map. Figure Shows Location Map of the California State Polytechnic University.



Lebanese Student Association
California State Polytechnic University

Photos:



Figure 1.4. Ursa Major Suite. Shows Ursa Major Suite at the Bronco Student Center.

To see pictures of the Shilo Inns and the Kellogg West Hotels, please follow the links below:

<http://www.kelloggwest.org/kwgallery.aspx>

<http://www.shiloinns.com/>

http://www.shiloinns.com/search_results.asp?PI=LPHCA&menu1=&date1=9%2F15%2F2008&date2=9%2F16%2F2008& NA=1& NC=0& QuText=+& SpcRate=&BS=88888888&x=118&y=17



**Lebanese Student Association
California State Polytechnic University**

References:

- Cal Poly Pomona Official Website:

<http://www.csupomona.edu/>

- Shilo Inns Hotels:

<http://www.shiloinns.com/>

- Kellogg West Hotel:

<http://www.kelloggwest.org/>

- Kellogg West Restaurant:

<http://www.kelloggwest.org/dining.aspx>

- Bronco Student Center (Conference and Event Services)

<http://www.asi.csupomona.edu/bsc/ce.php>

- LAX airport

<http://www.lawa.org/lax/publicTrans.cfm>



**Lebanese Student Association
California State Polytechnic University**

Contacts:

For more information please contact:

Grace Saikali

Vice President

Lebanese Student Association

California State Polytechnic Pomona

C:

Email: gracesai@hotmail.com

Or

Wadad Saikali

Lebanese Student Association

California State Polytechnic Pomona

C:

Email: wadad.saikali@gmail.com