

# AS<sup>2</sup> Associated Students, Inc.

## Funding Request Form

"...For the Students, by the Students!"

### 2018-19

- Necessary Documents:**
- Event Flyer w/ ASI Logo
  - CSI Event Reg. Form
  - Estimates / Food Permits
  - Event Estimates / Invoices

#### Contact

Officer Name:  
 Officer Title:  
 Address:  
 City/State/Zip:  
 Phone & Email:  
 Officer Signature

#### Organization

Club/Organization: Master of Social Work Organization  
 Event Title: End of semester self-care event  
 Date(s) of Event: 12/14/18 Semester Fall  
 Location of Event: \_\_\_\_\_  
 Expected Total Attendance: \_\_\_\_\_ 50+  
 Expected Attendance of Cal State LA Students: \_\_\_\_\_ 50+

#### Event Description and Total Cost Breakdown

Briefly describe the event:

The MSW student organization will be hosting an event. The organization will have art supplies and social-work-related games for use. Additionally, the organization will be distributing tote bags. This event is open to all students.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

The program will provide a space for students to relax and unwind at the end of the semester. It will use the themes and lessons of social work to provide an environment with activities to help students manage stress in a healthy way.

#### Hospitality

Description	Amount

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount

#### Other

Description	Amount
Mental health activities	\$124.45
Art supplies	\$120.90
Post-it pad	\$157.02
Tote bags	\$620.00

#### Event Summary

Total Cost of Event: \$1,022.37  
 Amount Requested from ASI: \$1,022.37  
 Amount from other sources: \$0.00

What other resources are you employing for this event?

n/a

#### For Office Use Only • Do Not Write Below

##### Important:

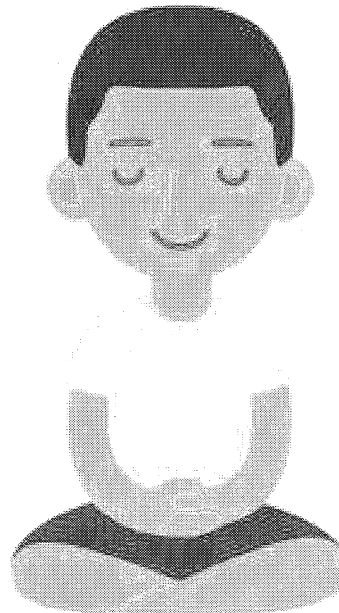
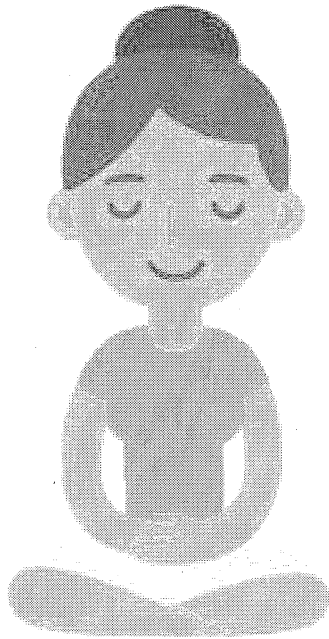
- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

##### All forms must have a Time Stamp and

staff initial: SK  
LN

18 NOV 9 PM 5:27:29

# Join the MSWSO for an end-of-semester self-care event!

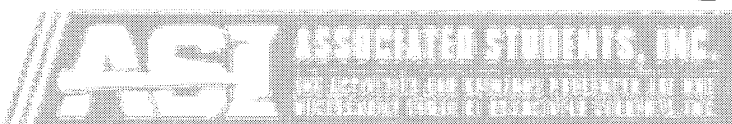


We'll be playing games,  
doing relaxing artwork,  
and distributing tote bags.

December 14th

Drop by between 1-4 PM  
outside the library

Contact [outreach.mswo@gmail.com](mailto:outreach.mswo@gmail.com) with questions



# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Master Social Work Student Organization PHONE: [REDACTED] DATE: 11/8/18  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: End of semester self-care event LOCATION: Outside the library  
EVENT DATE: 12/14/18 BEGIN TIME: 12:00 PM END TIME: 4:00 PM ESTIMATED ATTENDANCE: 50+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

PROCEEDS TO BENEFIT     EDUCATIONAL PROGRAM     SPIRITUAL PROGRAM     RECREATIONAL PROGRAM  
 DANCE/PARTY     SOCIAL PROGRAM     COMMUNITY SERVICE     CONFERENCE/CONVENTION  
 OTHER: [REDACTED]     SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

SPORTS ACTIVITY OR COMPETITION     BEACH/FORREST/PARK CLEAN-UP     INTERNATIONAL TRAVEL  
 BONFIRE     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 AMPLIFIED SOUND     ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

The MSW student organization will be hosting an event for the purpose of providing a space for students to relax and unwind for the end of the semester. The organization will have art supplies and social-work-related games for use. Additionally, the organization will be distributing tote bags. This event is open to all students.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA: [REDACTED]     OTHER: email

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

STUDENT ORG. MEMBERS     CAL STATE LA COMMUNITY     OTHER COLLEGES & UNIV.     GENERAL PUBLIC     GUEST LIST

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.  NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?

(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)

NO     YES

WILL A MOVIE BE SHOWN?  NO     YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY?  NO     YES If yes, please explain [REDACTED]

WILL FOOD BE SERVED AT THE EVENT?  NO     YES

IF YES, WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING     OTHER: [REDACTED]

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT?  NO     YES. Please attach a completed request to serve alcoholic beverages.

(This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?  NO     YES

If so, please affirm organization members and guests will not consume alcohol. [REDACTED]

PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?  NO     YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?  NO     YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.



RECEIVED  
11/08/18 KM

## STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.



PRESIDENT: _____	SIGNATURE: _____	DATE: _____
TREASURER: _____	SIGNATURE: _____	DATE: _____
U-SU STUDENT ORGANIZATION ACCOUNT #: _____		or <input type="checkbox"/> APPROVED EXEMPT STATUS: CSI VERIFICATION <input type="checkbox"/>

## 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 Student Conduct.
- 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 may be enforced.
- 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:** 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.

MY SIGNATURE BELOW INDICATES THAT 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.

STUDENT ORG. OFFICER'S NAME	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)	DATE:
_____		11/8/18
ADVISOR'S NAME		
_____		11/8/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) \_\_\_\_\_ SIGNATURE:  DATE: 11-8-18

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY \_\_\_\_\_

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT \_\_\_\_\_

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED: \_\_\_\_\_

### NOTIFICATIONS:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU BUSINESS OFFICE	DATE: _____

NOTES OR UPDATES: (TiPS-CERTIFIED)/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

Invoice #1

Event Date: 12.14.2018

\*Invoice only an estimate



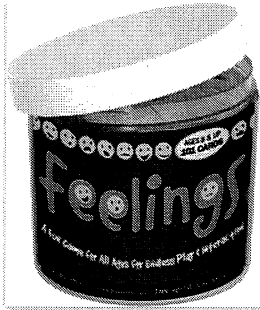
Description	Quantity	Price	Total Price
Feeling in a Jar	1 box	8.49	\$11.99
The Mind Fullness game	1 box	18.94	\$22.44
TOTIKA Therapy Game	1 box	49.95	\$53.45
Toss 'n Talk Family history	1 ball	11.96	\$15.46
Positive Attitude Ball	1 ball	17.61	\$ 21.11
Post-it Pad (25x30)	6 pads	25.54	\$157.02
Mandala Coloring Book	15 books	7.36	\$120.90
Tote Bags	100	6.20	\$620.00
		<b>Total</b>	<b>\$1022.37</b>

### Feelings In a Jar® Cards – November 15, 2008

by Free Spirit Publishing (COR) (Author)

★★★★☆ 140 customer reviews

> See all formats and editions



**Cards**  
**\$8.49** ✓prime

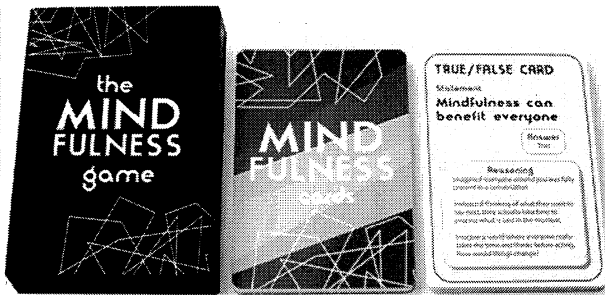
3 Used from \$7.05  
9 New from \$7.11  
1 Collectible from \$430.00

Everyone needs to know how to name and express feelings. Each jar holds 365 little slips printed with "feelings words"—gleeful, insecure, grateful, angry, cranky, courageous, hopeful, and many more. Pull a slip and act out the feeling, or invite someone else to act it out. Use as discussion starters, journaling prompts, or icebreakers for groups. Ages 8 & up, 365 slips, 3" recyclable plastic screwtop jar.



See this image

Report incorrect product information.



### Mindfulness Therapy Games: Social Skills Game that Teaches Mindfulness for Kids, Teens and Adults | Effective for Self Care, Communication Skills | 40 Cards for Play Therapy

by InnerIcons

★★★★☆ 14 customer reviews

| 5 answered questions

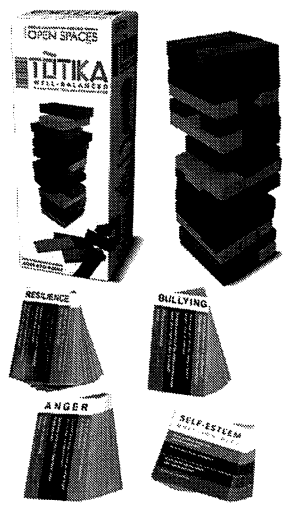
Amazon's Choice for "counseling games for kids"

List Price: ~~\$24.95~~

Price: **\$18.94** ✓prime

You Save: \$6.01 (24%)

Your cost could be \$8.94. Eligible customers get a \$10 bonus when reloading \$100.



Click image to open expanded view

### Totika Therapy Game Four Card Deck Set with 48 Colored Stackable Blocks - Anger, Bullying, Resilience and Self Esteem - A Games of Fun, Skill and Communication

by Open Spaces  
Be the first to review this item

Price: \$49.95 ✓prime | FREE One-Day

Your cost could be \$39.95. Eligible customers get a \$10 bonus when reloading \$100.

- A GAME OF COMMUNICATION - The Totika Four Deck Game Set includes 4 decks of questions covering the topics of anger, bullying, resilience and self esteem, all cards are suitable for two or more players, ages 8 to adult.
- HOW TO PLAY - Pull blocks from the stack, without allowing the stack to fall. Each color block you pull correlates to a question color on the Anger, Bullying, Resilience or Self Esteem Card Deck, each player will then choose another



### by S&S Worldwide Toss 'n Talk-About Family History Ball

★★★★☆ 5 customer reviews

Was: ~~\$14.59~~  
Price: \$11.96 ✓prime  
You Save: \$2.63 (18%)

New (1) from \$11.96 ✓prime

#### Specifications for this item

Brand Name	S&S Worldwide
EAN	0851445051719

to Assembly Sales  
\* Kid Picks from our Holiday Toy List \*



Roll over image to zoom in

### S&S Worldwide Toss 'n Talk-About Positive Attitude Ball

by S&S Worldwide  
★★★★☆ 8 customer reviews

Price: \$17.61 ✓prime

Your cost could be \$7.61. Eligible customers get a \$10 bonus when reloading \$100.

FREE Delivery by Wednesday

if you order within 18 hrs 54 mins. Details

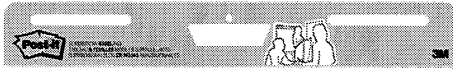
Only 12 left in stock - order soon.

Ships from and sold by Fun Stuff For Sale.

- Features questions, quotes and positive affirmations.
- Help players open up with this 24" inflatable ball.
- Explore tactics to adopt a better attitude.
- Be more aware of situations that block positive thinking.

New (5) from \$17.61 ✓prime

Report incorrect product information.



**Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 1 Pad (559SS), Large White Premium Self Stick Flip Chart Paper, Super Sticking Power**

by Post-it

★★★★☆ 30 customer reviews

List Price: ~~\$35.32~~

Price: **\$25.54** ✓prime

You Save: \$9.78 (28%)

Your cost could be \$15.54. Eligible customers get a \$10 bonus when reloading \$100.

**Note:** Available at a lower price from other sellers, potentially without free Prime shipping.

**FREE Delivery by Saturday** if you order within 11 hrs 11 mins. Details  
**In Stock.**

**Ships from and sold by Amazon.com. Gift-**

Click image to open expanded view

**Place your order**

By placing your order, you agree to Amazon's privacy notice and conditions of use.

**Order Summary**

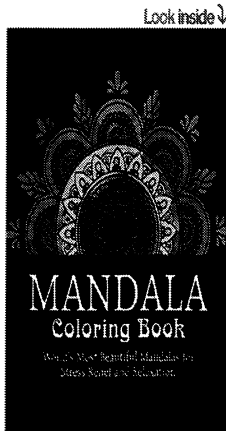
Items (11):	\$260.19
Shipping & handling:	\$0.00
Total before tax:	\$260.19
Estimated tax to be collected:*	\$21.28

**Order total: \$281.47**

How are shipping costs calculated?

Prime shipping benefits have been applied to your order.





## Mandala Coloring Book: World's Most Beautiful Mandalas for Stress Relief and Relaxation Paperback – May 17, 2018

by Coloring Book Cafe (Author)

★★★★☆ 44 customer reviews

#1 Best Seller in Mosaic Crafting

> See all formats and editions

Paperback  
\$7.36

2 Used from \$15.59

5 New from \$7.36

Beautifully Detailed Mandala Designs - 50% Off for a Limited Time Only

There are countless Mandala coloring books out there but none can compare to "The Worl

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

### Order Summary

Items (15):	\$110.40
Shipping & handling:	\$89.85
Free Shipping:	-\$89.85
Total before tax:	\$110.40
Estimated tax to be collected:	\$10.50

**Order total: \$120.90**

#### Qualifying offers:

- Free Shipping

How are shipping costs calculated?

Prime shipping benefits have been applied to your order.

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**MSWSO Merch**

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**VECTOMEX | Christian Vidaurrazaga** [REDACTED]  
To [REDACTED]

Tue, Nov 6, 2018 at 3:16 PM

Sorry about that lol.

Hi, Thanks for your email. Attached is my response.

Hi MSWSO

Yes my shop is sweatshop free, all my workers are treated fairly and equally. I also purchase all my garments from Manufacture who treat all their employees well and equally.

Thank you.

**Christian Vidaurrazaga**  
Owner  
909-246-3047 | christian@vectomex.com  
209 E 49th St, San Bernardino, CA 92404



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Christian Vidaurrazaga  
909-246-3047  
christian@vectomex.com  
www.vectomex.com

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**8 attachments**

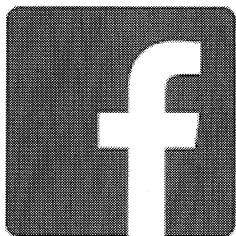


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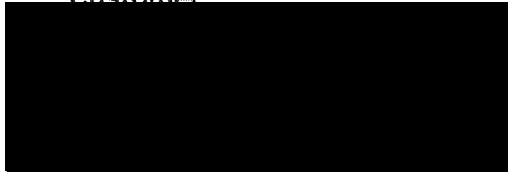
image.png  
419K

**100 Pc. Tote Bags One Hit**

Invoice #000028

November 6, 2018

Customer



1/2 down required to start the order. We appreciate your business.

100 Pc. Tote Bags x 100 (\$2.50 ea.)	\$250.00
Printing One Color One Locat x 50 (\$3.70 ea.)	\$185.00
Printing One Color One Locat x 50 (\$3.70 ea.)	\$185.00
Subtotal	\$620.00
Included Tax (\$44.59)	
<b>Total</b>	<b>\$620.00</b>

