

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 CLUB FUNDING ACCOUNT

PART 2 - CONTACT & ORGANIZATION

OFFICE: [REDACTED]
 TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED]
 PHONE: [REDACTED]
 SIGNATURE: *Chris Paul*

CLUB/ORG: Mujeres Activas en Letras y Cambio Social
 EVENT TITLE: Womxn's Circle
 DATE(S) OF EVENT: 10/01/19 SEMESTER: FALL
 EVENT LOCATION: U-SU Third Floor (room tbd)
 EXPECTED ATTENDANCE: 30 people
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30 students

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?

BRIEFLY DESCRIBE THE EVENT:

We will be holding space collectively and will have a discussion on personal healing, where we will be learning some tools and resources on how to hold space.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Event offers students an opportunity to learn how to hold spaces for healing, contributing to students well-being, helping them gain knowledge about particular tools/ resources, and help students growth.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Food & Beverage	204.35		Guest Speaker fee (Alex Liera)	\$280.00

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$484.35
 TOTAL REQUESTED FROM ASI \$484.35
 AMOUNT FROM OTHER SOURCES \$0.00
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 N/A

OFFICE USE ONLY

STAFF INITIALS SK

TIME STAMP:

19 SEP 18 AM 10:35:09





Golden
Eagle
Hospitality

for: Event # E37508
on: Tuesday, October 1, 2019

Client/Organization Mujeres Activas en Letras y Cambio Social		Event Date 10/1/2019 (Tue)		Booking Contact [REDACTED]		Event # E37508	
Address 5151 State University Drive				City, St/Prov Postal Los Angeles, CA 90032		Booking Tel [REDACTED]	
Party Name MALCS Healing Circle Workshop		Sales Rep Amanda Tapia		Theme		Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		4:30 pm	4:45 pm	Student Union	Delivery

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Delivery to USU- Room TBD for 4:45pm				Time frame of the event: 5pm to 8 pm			
(30) Disposables	Guest(s)	0.35	10.50				
(1) Small - Chopped Fresh Fruit (up to 35 guests)	Bowl(s)	50.00	50.00				
(1) Small - Homemade Potato Chips With Onion Dip (15-35pp)	Bowl(s)	55.00	55.00				
(2) Hot Water With Assorted Teas	Gallon(s)	22.00	44.00				
Water Service							

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	115.50	44.00	0.00	0.00	0.00	0.00	0.00	159.50
Service Charge	19.64	7.48	0.00	0.00	0.00	0.00	0.00	27.12
Taxes	12.84	4.89	0.00	0.00	0.00	0.00	0.00	17.73
Total	147.98	56.37	0.00	0.00	0.00	0.00	0.00	204.35

Subtotal	159.50	Paid	0.00
Tax	17.73	Balance	204.35
Service Charge	27.12		
Total Value	204.35		

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)

Account # _____
Fund # _____
Dept # _____
Program Code # _____
Project ID # _____
Purchase Order # _____

Mujeres Activas en Letras y Cambio Social de Cal State L.A.
Women Active in Letters and Social Change at Cal State L.A

Follow us on:

instagram @malcsdeCalStateLA

"A woman who writes has power, and a woman with power is feared."

— Gloria E. Anzaldúa

[Quoted text hidden]

Mon, Sep 9, 2019 at 5:48 PM

To: MALCS de CalStateLA

Perfect :) talk to you all soon

Sent from my iPhone

[Quoted text hidden]

Thu, Sep 12, 2019 at 5:48 PM

Helo

This message is to confirm that you will be able to come to our campus to facilitate the Womxn's Circle event on October 1st from 5 to 7:30 -pm. We wanted to also confirm the amount we will be paying you which will be \$280.00 Please confirm and let me know if you have any questions.

Thank You,
Ileri Bernal

MALCS:

Mujeres Activas en Letras y Cambio Social de Cal State L.A.
Women Active in Letters and Social Change at Cal State L.A

Follow us on:

instagram @malcsdeCalStateLA

"A woman who writes has power, and a woman with power is feared."

— Gloria E. Anzaldúa

[Quoted text hidden]

Thu, Sep 12, 2019 at 8:25 PM

Hi
Thank you so much for this opportunity to present at CSULA. This email to confirm that I will be presenting on October 1st from 5pm to 7:30pm.

Best,



**UNIVERSITY
STUDENT UNION**

Event Registration

Womxn's Circle

Submitted By: [REDACTED] 12/2019 2:14:45 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

Event Name

Womxn's Circle

Host Organization Name

What Organization/Department is hosting the event?
Mujeres Activas en Letras y Cambio Social

About the event

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

We will be holding space collectively and will have a discussion on personal healing. Learning some tools and resources on how to hold space.

Estimated Attendance

30

Time & Location

Start Date/Time

10/01/2019 - 5:00 PM

End Date/Time

10/01/2019 - 7:30 PM

Where will the event take place?

On campus

Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
U-SU 3rd Floor

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

Please provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

Dolores Delgado Bernal

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.

[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

Email

Social Media Site

Instagram

Social Media Handle

malcsdecalstatela

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
0b3aaf39-67a7-45f1-86d1-592ce878b261.pdf

Who is invited to this event?

Student organization members

Cal State LA Community

General Public

Will off-campus media be notified about this event?

No

Tags

SPIRITUAL

Cover Image



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.
Spiritual 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

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 a movie be shown at this event?

No

Will alcohol be served 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?

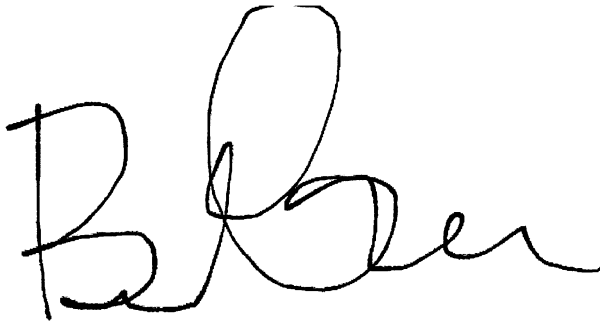
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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

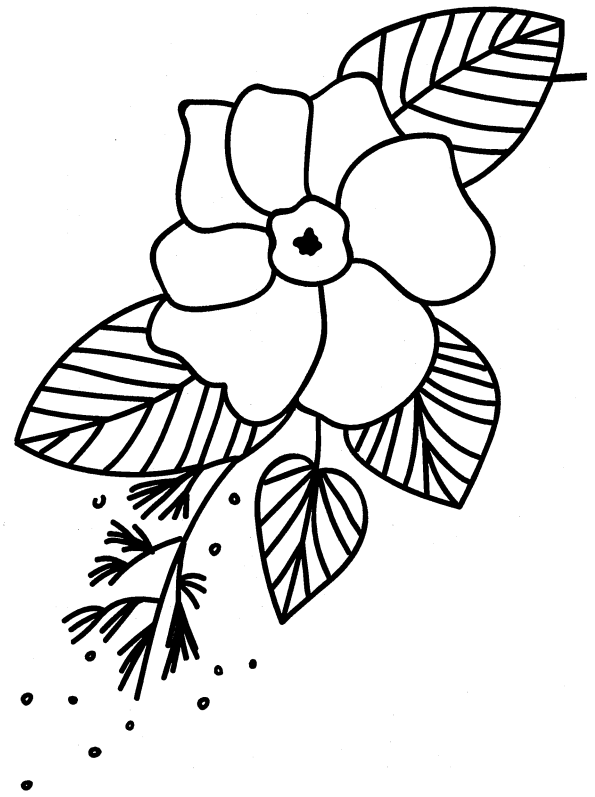
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

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.

- External Space Request Form
 - Filming Request Application
-

Women's Circle



HOLDING SPACE

Join us as we hold space collectively and have a discussion on personal healing. Take some tools and resources on how to hold space.

Tuesday, October 1st | 5:00
pm to 7:30 pm
Cal State LA, U-SU Third
Floor

