

ASSOCIATED STUDENTS, INC.
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

OF
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AD
CIT
PHO

CLUB/ORG: Alpha Tau Delta

EVENT TITLE: ATD T-Shirt Fundraiser

DATE(S) OF EVENT: 11/18/2019

SEMESTER: FALL

EVENT LOCATION: SH 141

EXPECTED ATTENDANCE: 43

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 43

SIGNATURE: Alpha Tau

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES

BRIEFLY DESCRIBE THE EVENT:

Alpha Tau Delta will be hosting a t-shirt fundraiser at SH 141. Anyone is welcome to attend and buy shirts that cost \$15 each to support the organization.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The t-shirt fundraiser would help raise money for Alpha Tau Delta's initiation ceremony. Making this event open to any Cal State LA student helps raise awareness about our club and the community service that we do, which is open to any CSULA students who would like to join ATD.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	No food will be served.	0			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	43 t-shirts	703.48			

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 703.48

TOTAL REQUESTED FROM ASI 337.55

AMOUNT FROM OTHER SOURCES 365.93

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS SK

TIME STAMP:

11/18/2019 10:50

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- [Passion for Printing](#)
- [Why's Original](#)
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Anti-Sweat Shop Policy

Customink.com supports high standards for manufacturing labor conditions. Accordingly, we seek to work with suppliers who promote such standards within their operations. Customink.com relies upon referrals, reputation and, in some cases, personal inspections to identify such vendors.

Re: ASI - ATD T-Shirt Fundraiser

ASI Vice Chair for Finance

Fri 10/11/2019 7:03 PM

To: [REDACTED]

Thank you, this should be good, but I will update you if that changes.

Get [Outlook for iOS](#)

From: [REDACTED]

Sent: Friday, October 11, 2019 6:06:12 PM

To: ASI Vice Chair for Finance <asivcf@calstatela.edu>

Subject: Re: ASI - ATD T-Shirt Fundraiser

Hi Tu,

Sorry to bombard you with all the emails, but here is another document where Gildan states they are sweatshop free <https://www.mygildan.com/store/us/content/faqs.jsp>

Sincerely,
[REDACTED]

From: [REDACTED]

Sent: Friday, October 11, 2019 6:03 PM

To: ASI Vice Chair for Finance <asivcf@calstatela.edu>

Subject: Re: ASI - ATD T-Shirt Fundraiser

Hi Tu,

CustomInk replied back to me and showed me a link that Gildan is indeed anti sweatshop. Here is that info regarding Gildan:

Does Gildan use sweatshops, child labor or forced labor in their facilities?

No. As a vertically integrated manufacturer with more than 43,000 employees we are able to ensure that all of the Gildan facilities adhere to our strict internal code of conduct, local & international laws and the codes of WRAP (Worldwide Responsible Accredited Production) and the FLA (Fair Labor Association). All of Gildan's sewing facilities are certified with the Worldwide Responsible Accredited Production (WRAP) or are currently in the process of being re-certified. WRAP is an independent, non-profit organization dedicated to the promotion and certification of lawful, humane and ethical manufacturing throughout the world. WRAP promotes 12 principles that ensure that core labor concepts are understood and practiced on the shop room floor and by management. WRAP relies upon independent, third party monitors to certify that factories are in compliance with WRAP's set of principles.

For more information you can visit <http://www.genuinegildan.com/en/company/stakeholders-partners/>. To view a copy of Gildan's code of conduct, you can visit <http://www.genuinegildan.com/en/people/code-conduct/>.

Sincerely,
[REDACTED]

From: ASI Vice Chair for Finance <asivcf@calstatela.edu>

Sent: Friday, October 11, 2019 5:49 PM

To: [REDACTED]

Subject: ASI - ATD T-Shirt Fundraiser

Dear [REDACTED]

ASI has received your funding request for ATD T-Shirt Fundraiser and upon further review, I was wondering if you could get some more supporting documents to prove that Gildean, the actual t-shirt supplier is sweatshop free. I saw that you include proof that the printing company is sweatshop free, but the t-shirt producer also has to be sweatshop free.

Please reply back to this email or submit a physical copy to the ASI front desk by 2:00pm October 14. If you are not able to get these forms in, your club will not be considered at the next ASI funding meeting on October 18.

If you have any further questions, please feel free to reply back to me.

Sincerely,



Tu Nguyen
Vice Chair for Finance
Associated Students, Inc.
California State University, Los Angeles
5154 State University Drive
U-SU Room 203
Los Angeles, CA 90032
M-F 8am-6pm
asicalstatela.org

Sincerely,



Tu Nguyen
Vice Chair for Finance
Associated Students, Inc.
California State University, Los Angeles
5154 State University Drive
U-SU Room 203
Los Angeles, CA 90032
M-F 8am-6pm
asicalstatela.org

Alpha Tau Delta

Purchased	Name	Email	Item	Total*	Status	Ship To
10/7/2019 at 12:23am			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/5/2019 at 11:20am			Gildan Ultra Cotton T-shirt – Heather Sapphire S (2), M (3), L (2), XL (1)	\$130.88		Organizer
1 is fo						
10/4/2019 at 9:01pm			Gildan Ultra Cotton T-shirt – Heather Sapphire L (1)	\$16.36		Organizer
10/4/2019 at 1:14pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/4/2019 at 1:13pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/3/2019 at 11:15pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/3/2019 at 6:56pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
10/3/2019 at 5:47pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
10/2/2019 at 10:59pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/2/2019 at 2:21pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
10/1/2019 at 10:14pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer

Purchased	Name	Email	Item	Total*	Status	Ship To
9/28/2019 at 9:48pm			Gildan Ultra Cotton T-shirt – Heather Sapphire L (1)	\$16.36		Organizer
9/27/2019 at 4:49pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1), M (1)	\$32.72		Organizer
9/25/2019 at 8:19pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
9/24/2019 at 9:51pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
9/24/2019 at 12:45am			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
9/23/2019 at 11:32pm			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
9/23/2019 at 7:22pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
9/21/2019 at 11:01pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
9/20/2019 at 3:31pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer
9/17/2019 at 4:15am			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
9/17/2019 at 1:24am			Gildan Ultra Cotton T-shirt – Heather Sapphire S (1)	\$16.36		Organizer
9/16/2019 at 11:50pm			Gildan Ultra Cotton T-shirt – Heather Sapphire L (1)	\$16.36		Organizer
9/16/2019 at 10:49pm			Gildan Ultra Cotton T-shirt – Heather Sapphire M (1)	\$16.36		Organizer



**UNIVERSITY
STUDENT UNION**

Event Registration

ATD T-Shirt Fundraiser

Revised By: Candice Varnado, cvarnad@calstatela.edu on 10/8/2019 9:36:15 AM - Version 3

[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

ATD T-Shirt Fundraiser

About the event

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

Alpha Tau Delta will be hosting a t-shirt fundraiser at SH 141 on 11/18/2019 from 12:30-3:30pm!!

Host Organization Name

What Organization/Department is hosting the event?

Alpha Tau Delta

Estimated Attendance

35

Time & Location

Start Date/Time

11/18/2019 - 12:30 PM

End Date/Time

11/18/2019 - 3:30 PM

ampus

Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
SH 141

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

Provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

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

If you plan on marketing this event with printed media, please upload a copy for review.
7644be46-7f19-4bdf-ac27-2634d029b1a3.pdf

Who is invited to this event?

Cal State LA Community

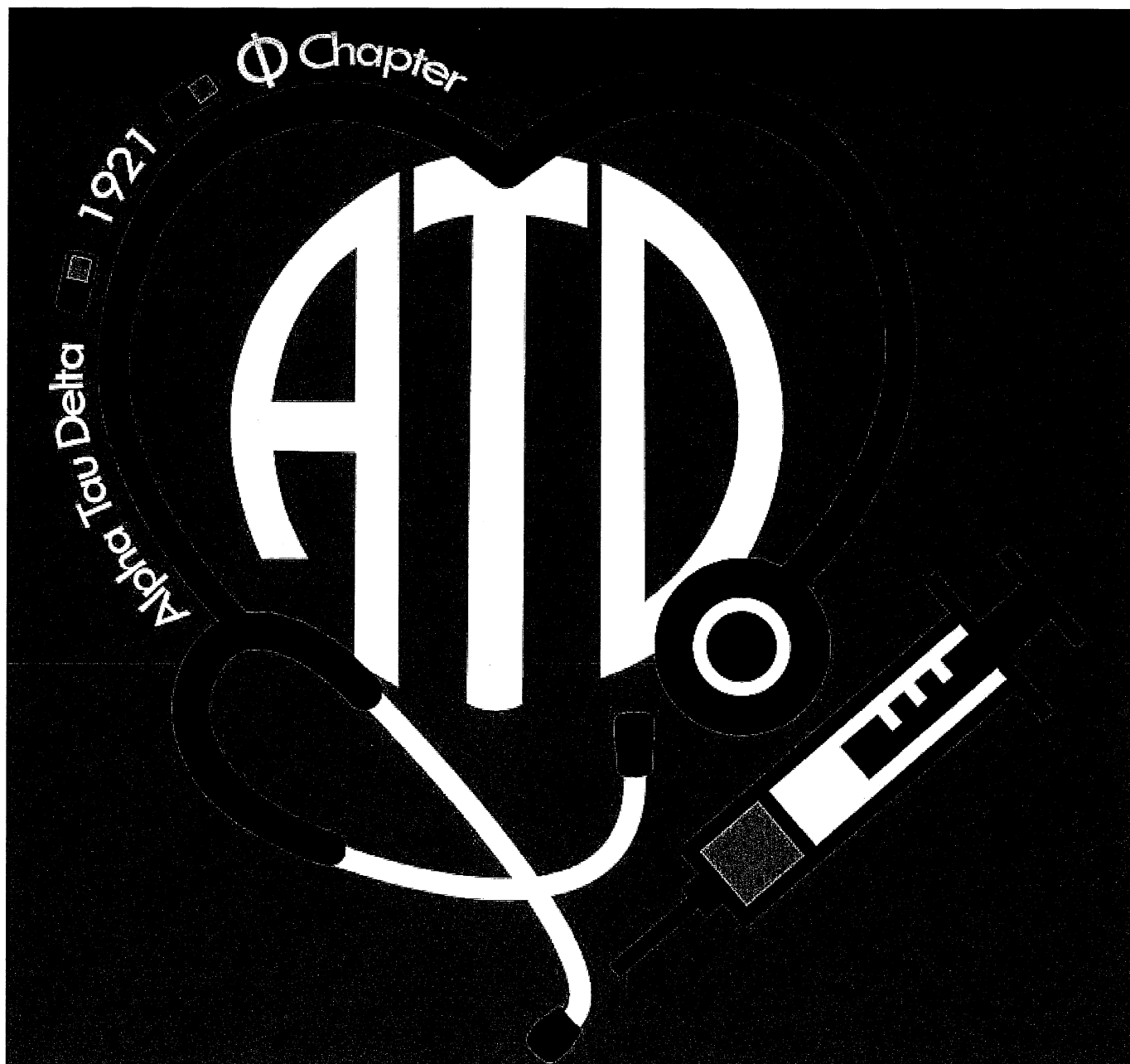
Will off-campus media be notified about this event?

No

Tags

FUNDRAISING

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.
Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

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

No

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

Yes

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

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. How will these benefit the organization?

We will be selling a shirt that costs approximately \$15 each. We most likely profit \$7 from each shirt after expenses and funding.

Overall, estimated total profit would be \$210 if 30 people buy the shirt.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

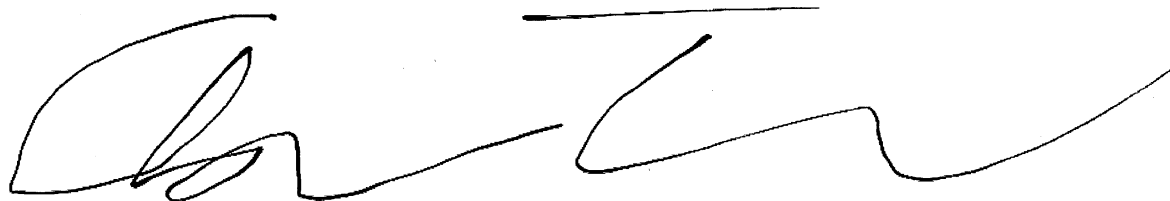
U-SU Student Organization Account #

BE005

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

A handwritten signature in black ink, appearing to be 'ANT' followed by a long horizontal stroke.

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.

- 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:

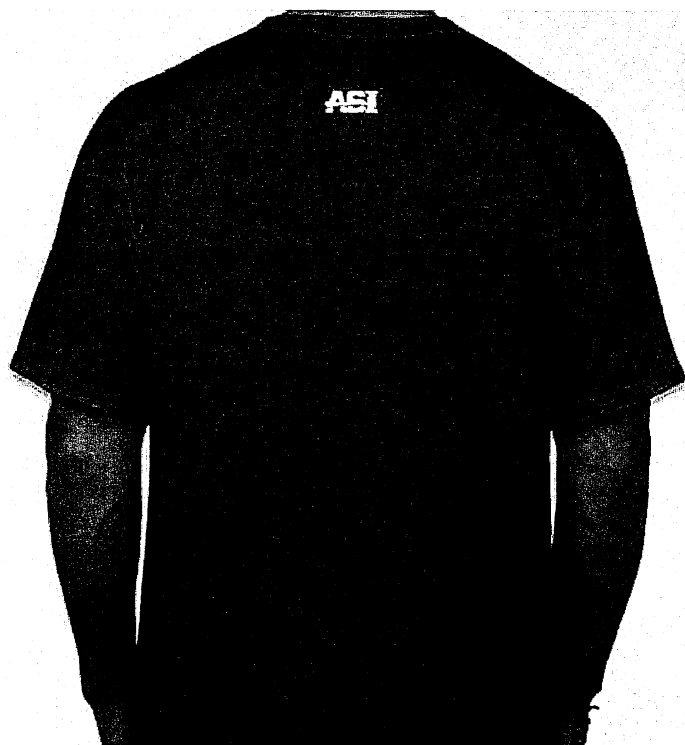
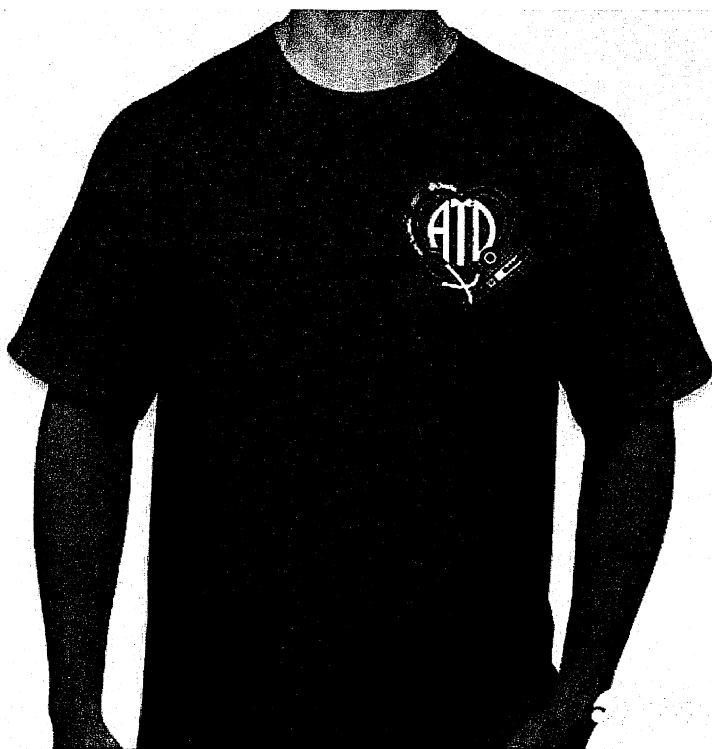
The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
- Filming Request Application

Options

Hidden From Non-Members

Hidden From Non-Members



Alpha Tau Delta T-Shirt Fundraiser



Each shirt costs \$15. Open to the public, not just members of ATD. Support your future nurses!

NOVEMBER 18, 2019 / 12:30 PM - 3:30 PM
SALAZAR HALL ROOM 141