

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**PART 2 - CONTACT & ORGANIZATION**

OFFICE

TITLE

ADDRESS

CITY

PHONE

SIGNATURE: 

CLUB/ORG: Mujeres Activas en Letras & Cambio Social

EVENT TITLE: MALCS Info Tabling & Fundraiser

DATE(S) OF EVENT: 10/21/19;10/28/19 SEMESTER: FALL

EVENT LOCATION: Library North 2

EXPECTED ATTENDANCE: 35

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

Combination of tabling/fundraiser to increase student awareness of org. /provide info and we will be selling shirts to raise fund to help support our organization.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

offers students opp. to get acquainted with MALCS, get info about our org and upcoming events, meet active members, funds help with sustainability of organization & allows us to offer more programming.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	Shirts to be Sold at Event	675.00			

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 675.00
 TOTAL REQUESTED FROM ASI 675.00
 AMOUNT FROM OTHER SOURCES 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

OFFICE USE ONLY

STAFF INITIALS

AM

TIME STAMP:

10/20/2019 11:17:00

MALCS Info Tabling & Fundraiser

Stop by to learn more about our organization, our mission, and how you can get involved!

This will also be an opportunity to purchase our club shirts and stickers to support and represent ourselves on campus en la lucha. We look forward to meeting y'all!

Where: Main Walkway

When: October 21 & 28 | 9AM-4PM

Shirts: \$15 | Stickers: \$1 | Flower Pen \$.50



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.



UNIVERSITY
STUDENT UNION

Event Registration

MALCS Fundraiser

[APPROVED]

Revised By: [REDACTED] on 9/30/2019 5:29:40 PM - Version 3

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

MALCS Fundraiser

About the event

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

Stop by to learn more about our organization, our mission, and how you can get involved!

This will also an opportunity to purchase our club shirts and stickers to support and rep muxeres on campus en la lucha. We look forward to meeting y'all!

Host Organization Name

What Organization/Department is hosting the event?

Mujeres Activas en Letras y Cambio Social

Estimated Attendance

10

Time & Location

Start Date/Time

10/21/2019 - 9:00 AM

End Date/Time

10/28/2019 - 4:00 PM

Where will the event take place?

On campus

On Campus Locations

University-Student Union Plaza/Walkway

Specific Address/Location Information

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

Main Walkway

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 all contact information 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?

Social Media

Email

Social Media Site

Instagram

Social Media Handle

malcsdecalstatela

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

FUNDRAISING

Cover Image

Please select an image that corresponds to your event.

MALCS Info Tabling & Fundraiser

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ASI ASSOCIATED STUDENTS, INC.
ASSOCIATED STUDENTS, INC. IS A 501(C)(3) NON-PROFIT ORGANIZATION. ALL PROCEEDS FROM THE SALE OF MERCHANDISE WILL BE USED TO SUPPORT THE ORGANIZATION.

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

Will food be served at the event?

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?

\$15 for a shirt, \$1 for stickers, \$.50 flower pens

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

Subject to verification.

University-Student Union Account

U-SU Student Organization Account #

BE063

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.

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

EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

5151 State University Drive,

Los Angeles, CA 90032-8778

Phone: (323) 343-3509 Email: FacilitiesUse@calstatela.edu

Requestor Information

Name of Sponsoring club/organization: **Mujeres Activas en Letras y Cambio Social**

Reservation Contact Name*:**Event Contact*****Phone number****Phone Number**

Email: [REDACTED]

Email: [REDACTED]

Faculty/Staff Advisor Name

Email:

*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.

**** The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.**

Event Information

[illegible]

Preferred

Location:

1st choice: Library North 2

2nd choice: Library South 3

Initial BGV *I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.*

Purpose for tabling is to provide: ☒ General Information ☐ Food Sale/Distribution** ☒ Fundraiser**

If food will be distributed and/or sold, please describe:

****A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.**

Decorations or banners/signs/letters will be displayed. ☒ Yes ☐ No If so, specify what type: Student club banner

Will there be amplified sound of any kind? Yes No **An approved amplified sound permit and event registration form will be required.

Requestor's Signature:

Date: 10/9/19

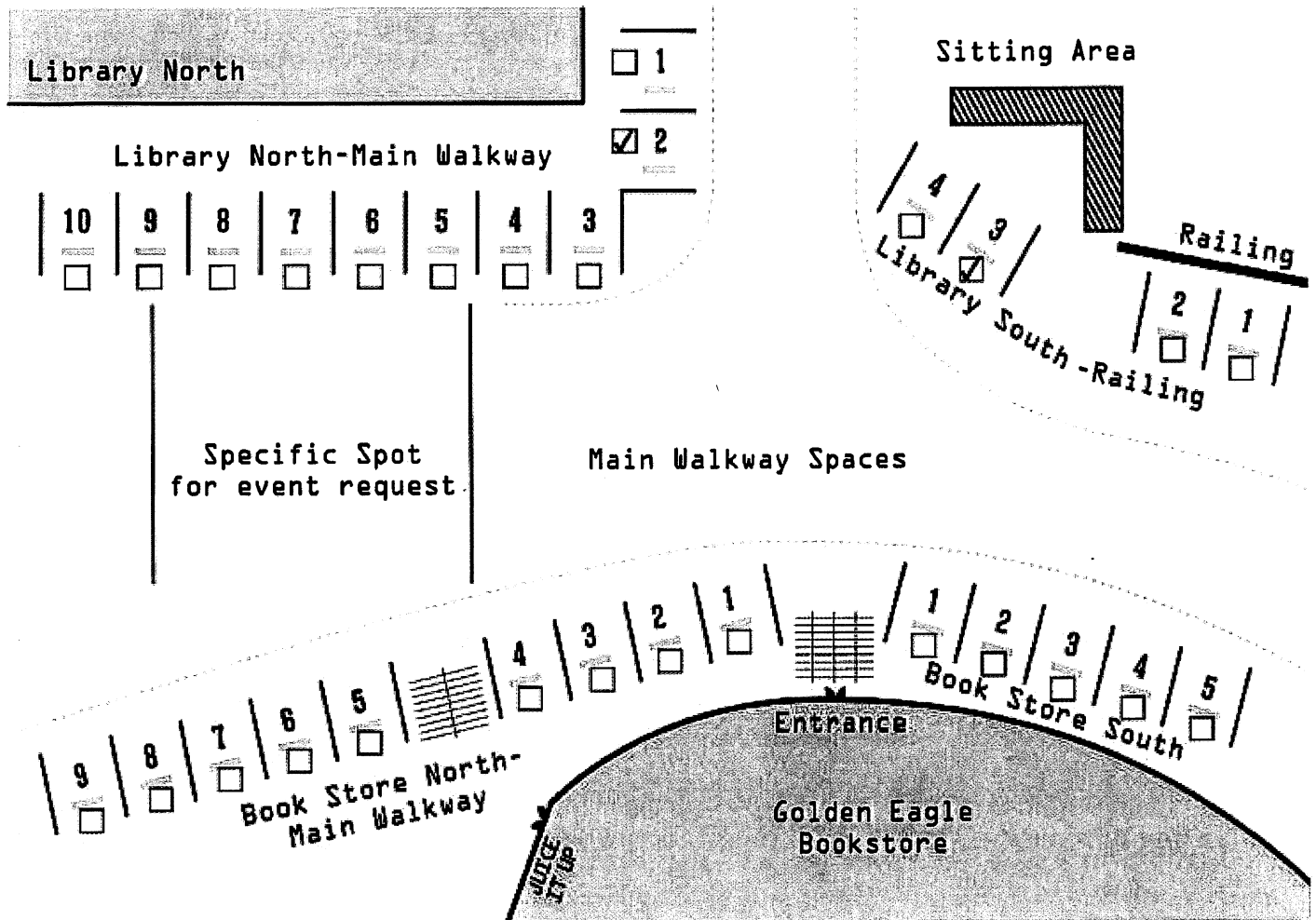
For Office Use Only:

Confirmation by the Administration and Finance Office

Initials: PH

Date: 10/04/10

Areas Requested	Day(s)	Time(s)
Library North #2	10/02, 10/28	9 AM - 4 PM



Reservation Agreement

BGV I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: Mujeres Activas en Letras y Cs

BGV I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

BGV I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

BGV I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

BGV I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

BGV I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

BGV I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

THANK YOU FOR YOUR BUSINESS!

What are you looking for?

My Account ▼ (<https://www.anvilknitwear.com/store/us/account/signIn.jsp>)

Find Inventory (</store/us/inventory/find-inventory.jsp>)

Compare 0 (</store/us/comparisons/productCompare.jsp>)

USA ▼ ()

ANVIL®
(</store/us/>)

Adult ▼ (</store/us/category/category.jsp?N=26517542>)

Women ▼ (</store/us/category/category.jsp?N=359514>)

Youth ▼ (</store/us/category/category.jsp?N=3458460>)

Collections ▼ (</store/us/category/category.jsp?N=773>)

Colors (</store/us/browse/colorGridSearch.jsp?colorStyleSelected=all&colorGroupSelected=all>)

Featured ▼

Distributors (</store/us/inventory/distributorMap.jsp>)

Marketing Tools (</store/us/content/genericContent.jsp?contentId=marketing-tools-anvil>)

Knowledge Center (</store/us/content/genericContent.jsp?contentId=knowledge-center-anvil>)

(<http://www.mygildan.com/us>)

(<http://www.comfortcolors.com/us>)

(<https://www.myamericanapparel.com>)

≡ ()

ANVIL®
(</store/us/>)

Proof of
Sweatshop
Free

KNOWLEDGE CENTER

()

FAQ ▼ (faqs.jsp)

General FAQ ()

General FAQ ▼ ()

How do I obtain one of your catalogs or color swatches? ()



Why are Heather Grey, Ash and Heather Dark Grey not 100% Cotton even though they come in the 100% Cotton styles? ()



Where are ANVIL® products manufactured? ()



What is the procedure for displaying ANVIL® products on my website? ()



What is the difference between the Featherweight, Lightweight, Midweight, Tri-Blend, Baby Rib, Polos, French Terry and Fleece products? ()



What is the ANVIL® tolerance regarding fabric weight? ()



What is an ASI Customer? ()



What are the specs to a particular style? ()



I have an ANVIL® product with a specific logo/design on it; how can I get another one? ()



How do I return product that is out of spec or has a quality issue? ()



How do I purchase discontinued items / closeouts? ()



How do I purchase ANVIL® products?	()	<input type="checkbox"/>
How do I obtain a C.O.O. Certificate?	()	<input type="checkbox"/>
How do I find which distributor has the ANVIL® product that I am looking for?	()	<input type="checkbox"/>
What is the yarn count of ANVIL® products?	()	<input type="checkbox"/>
How do I become an ANVIL® Distributor?	()	<input type="checkbox"/>
How can I get a sample of your products?	()	<input type="checkbox"/>
How can I find the distributor with the best pricing?	()	<input type="checkbox"/>
How can I find printed ANVIL® products?	()	<input type="checkbox"/>
Does ANVIL® make Henley shirts?	()	<input type="checkbox"/>
Does Gildan use sweatshops, child labor or forced labor in their facilities?	()	<input checked="" type="checkbox"/>

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/> (<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/> (<http://www.genuinegildan.com/en/people/code-conduct/>)

Does Gildan manufacture or sell Tie-dyed products?

()



Do any ANVIL® products shrink?

()



Could I get a digital version of the ANVIL® logo?

()



Can I get Gildan to make a shirt with my label sewn into it?

()



Can I buy shirts from Gildan and have the ANVIL® label removed and my label sewn into it?

()



Are ANVIL® colors the same across all styles?

()



SITEMAP ▼ ()

JOIN OUR MAILING LIST

Email Address



CONNECT WITH US



(<https://www.facebook.com/AnvilStyle>)

ANVIL®

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(<http://www.genuinegildan.com/en/>)



(<http://www.genuinegildan.com/en/product/global-quality-system/>)



(<http://www.genuinegildan.com/en/product/product-safety/oeko-tex-standard-100/>)



(<http://apparelcoalition.org/the-coalition/>)



(<http://www.sedexglobal.com/>)



(<http://www.wrapcompliance.org/>)



(<http://www.cottonusa.org/>)