

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: Decolonizing Love

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

SEMESTER: FALL

EVENT LOCATION: USU- third floor

EXPECTED ATTENDANCE: 30

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

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

BRIEFLY DESCRIBE THE EVENT:

Our speaker Xochitl Palomera will be discussing the topic of healthy relationships and self-love from an indigenous/decolonial perspective.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

discussion at our event can enhance students well-being by giving them culturally situated tools to better navigate their relationships, and broaden their knowledge of indigenous ideas/practices.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Food & Beverage	196.01		Speaker Fee	260.00

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 456.01
 TOTAL REQUESTED FROM ASI 456.01
 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:

19 OCT 11 AM 11:17:50

MALCS de Cal State LA Presents:

Decolonizing Love

November 18

U-SU 3rd Floor | 6-8pm



ASSOCIATED STUDENTS, INC.

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



**UNIVERSITY
STUDENT UNION**

Event Registration

Decolonizing Love

[APPROVED]

Submitted By: [REDACTED] on 10/9/2019 1:41:15 AM

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

Host Organization Name

What Organization/Department is hosting the event?

Mujeres Activas en Letras y Cambio Social

Event Name

Decolonizing Love

Estimated Attendance

25

About the event

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

Join MALCS de Cal State LA in welcoming our facilitator, Xóchitl Palomera, in decolonizing love and what it means to engage in healthy relationships.

Time & Location

Start Date/Time

11/18/2019 - 6:00 PM

End Date/Time

11/18/2019 - 8:00 PM

Where will the event take place?

On campus

On Campus Locations

University-Student Union Building

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.

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

Provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

Organization Advisor Email Field

[REDACTED] Address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

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.

55a59ebf-5061-40ff-9297-1390ee1fe12f.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

COMMUNITY BUILDING

EDUCATIONAL

HEALTH & WELLNESS

SOCIAL

SPIRITUAL

Cover Image

Please select an image that corresponds to your event.



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.

Educational Workshop/Program

Social Program

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

Who will be providing the food?

University Catering

Will the event have security?

No

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 you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

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?

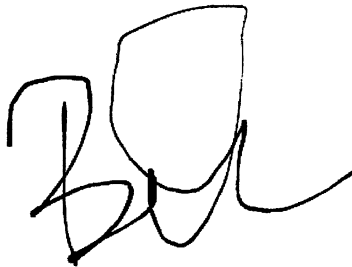
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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

A handwritten signature in black ink, appearing to be 'BR' with a large loop and a trailing flourish.

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



Golden
Eagle
Hospitality

for: Event # E37738
on: Monday, November 18, 2019

Client/Organization Mujeres Activas en Letras y Cambio Social	Event Date 11/18/2019 (Mon)	Booking Contact [REDACTED]	Event # E37738
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Decolonizing Love	Sales Rep Amanda Tapia	Theme	Category
			Guests 30 (Act)

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:25 pm	5:40 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
**Deliver to USU-TBD at 5:40 PM **			
(30) -Disposables	Each	0.50	15.00
(1) Small - Chopped Fresh Fruit (up to 35 guests)	Bowl(s)	50.00	50.00
(2) Cheese Pizza (Slices of 12)	Each	10.00	20.00
(2) Pepperoni Pizza (Slice of 12)	Each	12.00	24.00
(2) Margherita Pizza (Slice of 12)	Each	12.00	24.00
(1) Pink Lemonade	Gallon(s)	20.00	20.00
Water Service			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	133.00	20.00	0.00	0.00	0.00	0.00	0.00	153.00
Service Charge	22.61	3.40	0.00	0.00	0.00	0.00	0.00	26.01
Taxes	14.78	2.22	0.00	0.00	0.00	0.00	0.00	17.00
Total	170.39	25.62	0.00	0.00	0.00	0.00	0.00	196.01

Subtotal	153.00	Paid	0.00
Tax	17.00	Balance	196.01
Service Charge	26.01		
Total Value	196.01		

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%

Authorized Signature & Date: _____
(Please sign & date all pages)

E37738 - Mujeres Activas en Letras y Cambio Social

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)



MALCS de CalStateLA <csula.malcs@gmail.com>

Speaker Confirmation for 11.18/19 Event

2 messages

MALCS de CalStateLA <csula.malcs@gmail.com>

Thu, Oct 10, 2019 at 9:08 PM

To: [REDACTED]

Good Evening [REDACTED]

All of us at MALCS de Cal State LA are extremely excited to be able to host you as the facilitator for our "Decolonizing Love" event on November 18, 2019 from 6 to 8 pm. We just wanted to confirm that your speaker fee will be in the amount of \$260.00.

Please confirm the details above and let us know if you have any questions or concerns.

We look forward to having you on our campus and are excited for you to share your knowledge with our students and the Cal State LA community.

Gracias [REDACTED]

[REDACTED] on behalf of

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

Thu, Oct 10, 2019 at 10:15 PM

To: MALCS de CalStateLA <csula.malcs@gmail.com>

Confirmed, this sounds great, thank you so much!

- [REDACTED]
[Quoted text hidden]

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"Caring for myself is not self-indulgence, it is self-preservation, and that is an act of political warfare."

— Audre Lorde