

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: Professionals in Human Resource Association

EVENT TITLE: Transfer Skills into Resume Form

DATE(S) OF EVENT: 11/20/19

SEMESTER: FALL

EVENT LOCATION: Simpson Tower 712

EXPECTED ATTENDANCE: 101

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

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

BRIEFLY DESCRIBE THE EVENT:

Lilian, a PIHRA national chair speaker will be coming on Cal State LA campus to help students transfer their skills into resume form.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will help students be prepared for their professional career when they have interviews.

PART 4 - COST BREAKDOWN

| HOSPITALITY | DESCRIPTION: | AMOUNT: | HONORARIA / CONTRACTS | DESCRIPTION: | AMOUNT: |
|-------------|--------------|---------|-----------------------|--------------|---------|
| | | | | | |
| MARKETING | DESCRIPTION: | AMOUNT: | OTHER | DESCRIPTION: | AMOUNT: |
| | PINS(100X) | 350.00 | | | |
| | SHIRTS (45X) | 321.75 | | | |

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 671.75

TOTAL REQUESTED FROM ASI 671.75

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS SR

TIME STAMP: 19 NOV 4 4:10:05 PM



**UNIVERSITY
STUDENT UNION**

Event Registration

Transfer Skills into Resume Form

Submitted By: [REDACTED] on 10/28/2019 11:03:49 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

Host Organization Name

What Organization/Department is hosting the event?

Professionals in Human Resources Association

Event Name

Transfer Skills into Resume Form

Estimated Attendance

100

About the event

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

Lilian, a PIHRA national chair speaker will be coming on Cal State LA campus to help students transfer their skills into resume form. This will help students be prepared for their career interviews and much more.

Time & Location

Start Date/Time

11/20/2019 - 2:00 PM

End Date/Time

11/20/2019 - 4:30 PM

On campus

On Campus Locations

Other (describe in address/location field)

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.
Simpson Tower 712

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 that the email address entered 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.

Social Media

Social Media Site

Instagram

Social Media Handle

@csula_phira

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

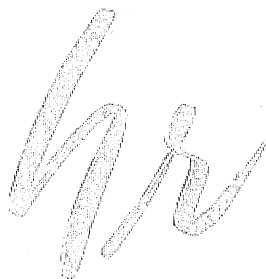
No

Tags

EDUCATIONAL

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

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

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?

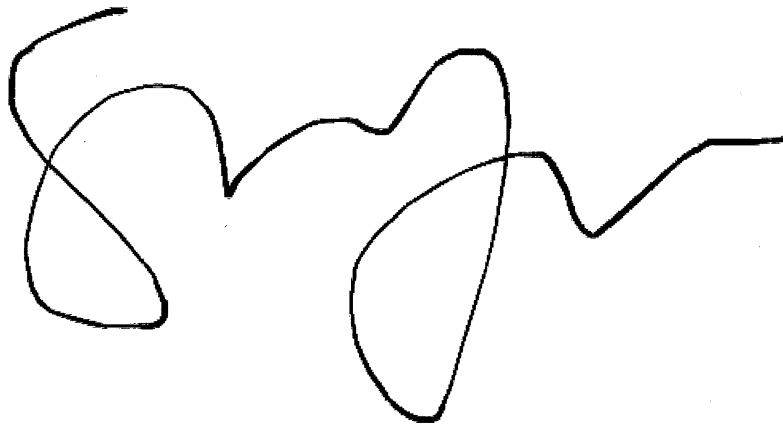
If yes, the organization affirms that members and guests will not consume alcohol at the event.

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



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

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

Notes

Event Notes

Students who attend this event will be gifted a pin.

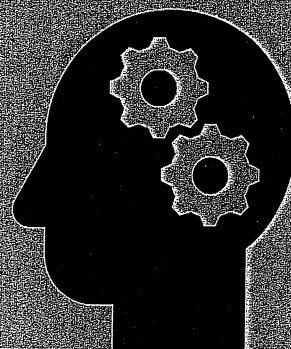


Transfer Skills into Resume Form

DATE: 11/20/2019

TIME: 2:00 PM – 4:30 PM

LOCATION: Simpson tower 712





Tina khuon <sithynakhuon@gmail.com>

SALE: Ken Moore

2 messages

To: sales@thestudio.com

Mon, Oct 28, 2019 at 10:28 PM

Hello [REDACTED]

My name is [REDACTED] we've spoken with each other through the phone today regarding 'PIHRA Cal State Los Angeles' pins. I'm emailing you because I have a question regarding additional design on that pin.

Are you able to add the "ASI" logo in the back of the pins?

I have attached the logo in this email. We need to have this logo (color black) in the back of the pins in order to receive the funds for the pins.

I hope to hear from you soon. Thank you so much for your help.



Best Regards,

The/Studio | Sales Team <sales@thestudio.com>

Tue, Oct 29, 2019 at 11:22 AM

Reply-To: sales@thestudio.com

To: [REDACTED]

Hi [REDACTED]

Thank you for your interest in creating your custom Lapel Pins with us.

Based on the design and specifications you've sent, here's the price quote I can give you:

Lapel Pins

1.5" x 1"

100 QTY

Customizations:*Material Color/Finish - Shiny Gold**Number of Material Colors - Single Metal Color**Backing Attachment - Butterfly Clutch**Number of Colors in Design - Less than 5 colors**Style - Soft Enamel***Final Price 100pcs \$267.7 //2.67 perUnit**

I'd like also to call you to discuss further details regarding your project. Please let me know the best time to reach you and your contact number.

Please feel free also to reply to this email should you have further questions.

10/30/2019

Gmail - SALE: Ken Moore

I'm looking forward to work with you on this project.

Thank you,



QUOTES

[Start a Project](#)

S

Project ID
1263688

Status
SENT

[Accept](#)[Archive](#)

Quote Information

Quote Number:
Q02-LPLPIN1263688

Customer:
Sithyna

Request Date:
October 27, 2019

Contact Method:
-

Deadline:

Sale person:
Ken Moore

Product Information

Lapel Pins

Category:
Accessories

Size
1 inch

Special Options
-

QTY
100

Notes

Image

Pricing

Standard Quote

| Quantity | Size | Special Options | Price per piece | Total Price |
|----------|--------|-----------------|-----------------|-------------|
| 100 | 1 inch | \$0.00 | \$3.50 | \$350.00 |
| 300 | 1 inch | \$0.00 | \$1.81 | \$543.00 |

Rush Quote

| Quantity | Size | Special Options | Price per piece | Total Price |
|----------|--------|-----------------|-----------------|-------------|
| 100 | 1 inch | \$0.00 | \$4.20 | \$420.00 |



Treasurer PIHRA CSULA <tr.pihra.csula@gmail.com>

PIHRA Shirts

Treasurer PIHRA CSULA <tr.pihra.csula@gmail.com>

Mon, Nov 4, 2019 at 1:21 AM

To: clarkolmes6@gmail.com

Cc: Pihra CSULA Student Chapter <calstatela.pihra@gmail.com>, Vice President PIHRA CSULA <vp.pihra.csula@gmail.com>

Hello V,

I was wondering are you able to print 45 shirts for PIHRA Cal State LA seeing that your cost per shirt is \$7.15.

If so, we would love to have you print our shirts anywhere after Nov 15, 2019.

The amount that we want is listed below.

Adult size shirts:

S:10

M:15

L: 15

XL:5

I've also attached below the desired design that we want for our shirt.

Color: Navy Blue

Front: The PIHRA Logo

Back: ASI Logo

Please confirm if this is possible.

Also, we were wondering if you are a sweatshop-free company?

Hope to hear from you soon.

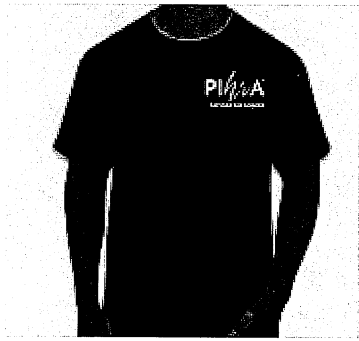
Best Regards,**Treasurer****(213) 822- 2990****PIHRA** CAL STATE LOS ANGELES
Professionals In Human
Resource Association<https://calstatelapihra.wixsite.com/calstatelapihra>www.instagram.com/csula_pihra/<https://www.linkedin.com/in/sithyna-khuon-646b83148/>www.facebook.com/csulapihra

California State University, Los Angeles

5151 University Drive

Los Angeles, CA 90032

4 attachments



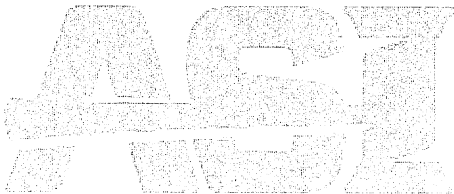
Front .png
1298K



Back (ASI).png
1200K

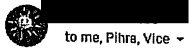


PIHRA Logo.png
48K



as.png
34K

4 Attachments



to me, Pihra, Vice ▾

Yes, we can do that for you.

...

1:23 AM (7 hours ago) ☆ ↶ ⋮



Treasurer PIHRA CSULA <tr.pihra.csula@gmail.com>

to Clark ▾

Also, we were wondering if you are a sweatshop-free company?

8:13 AM (1 hour ago) ☆ ↶ ⋮

Best Regards

Treasurer

(213) 822- 2990

PIHRA CAL STATE LOS ANGELES

<https://calstatelapihra.wixsite.com/calstatelapihra>

www.instagram.com/csula_pihra/

www.linkedin.com/in/csula-pihra-52a62873/

...

8:21 AM (1 hour ago) ☆ ↶ ⋮



to me ▾

Yes, I am!

...

What are you looking for?

My Account ▾ (<https://www.mygildan.com/store/us/account/signin.jsp>)Find Inventory </store/us/inventory/find-inventory.jsp> Compare </store/us/comparisons/productCompare.jsp>

USA ▾ ()

GILDAN® [\(/store/us/\)](/store/us/)Adult ▾ </store/us/category/category.jsp?N=2595942008&categoryId=cat20001>Ladies ▾ </store/us/category/category.jsp?N=3702963635&categoryId=cat20002>Youth ▾ </store/us/category/category.jsp?N=2759786421&categoryId=cat20003>Collections ▾ </store/us/category/category.jsp?N=686238045&categoryId=cat20005>Colors </store/us/browse/colorGridSearch.jsp?colorStyleSelected=all&colorGroupSelected=all>Distributors </store/us/inventory/distributorMap.jsp> Marketing Tools </store/us/content/genericContent.jsp?contentId=marketing-tools-gildan>Knowledge Center </store/us/content/genericContent.jsp?contentId=knowledge-center-gildan><http://www.anvilknitwear.com/us><http://www.comfortcolors.com/us><https://www.myamericanapparel.com>

☰ ()

GILDAN® [\(/store/us/\)](/store/us/)

KNOWLEDGE CENTER

0

FAQ ▾ ([faqs.jsp](/store/us/content/faq.jsp))

General FAQ ()

General FAQ ▾ ()

Does Gildan manufacture or sell Tie-dyed products?

0

+

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

0

-

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/>).

How do I obtain a C.O.O Certificate?

0

+

How do I become a Gildan® Distributor?

0

+

Are Gildan® colors the same across all styles?

0

+

How do I obtain a Mini-t-shirt display?

0

+

How do I obtain pricing for Gildan® products?

0

+

How can I find the distributor with the best pricing?

0

+

How do I find which distributor has the Gildan product that I am looking for?

0

+

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

0

+

What is the procedure for displaying Gildan® products on my website?

0

+