

**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**

CLUB/ORG: School Psychology Student Association

EVENT TITLE: National Association of School Psychology

DATE(S) OF EVENT: 2/18-2/21/20

SEMESTER: SPRING

EVENT LOCATION: Baltimore, Maryland

EXPECTED ATTENDANCE: 2000

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 8

SIGNATURE: **PART 3 - EVENT DESCRIPTION**IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☐ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Travel (8 roundtrip airfare tickets)	3,312.00

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT 3,312.00

TOTAL REQUESTED FROM ASI 3,000.00

AMOUNT FROM OTHER SOURCES 312.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**

STAFF INITIALS

AM

TIME STAMP:

20 JAN 10 AM 11:37:45

## FUNDING REQUEST FORM

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## PART 1 - NOTICE &amp; CHECKLIST

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1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
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## PART 2 - CONTACT &amp; ORGANIZATION

OFFICE

TITLE

ADDRESS

CITY

PHONE

SIGNATURE: *Charlotte G.*

CLUB/ORG: School Psychology Student Association  
 EVENT TITLE: National Association of School Psychologists Conference  
 DATE(S) OF EVENT: 2/18 - 2/21/20 SEMESTER: ~~Fall~~ Spring  
 EVENT LOCATION: Baltimore, Maryland  
 EXPECTED ATTENDANCE: 2000  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 8

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

The NASP conference, the largest annual gathering of school psychologists, is an important professional development opportunity. It offers more than 1,200 sessions/workshops that will provide Cal State LA students with skills and strategies to supplement the training that we receive here.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This additional professional development will ensure that we are competitive candidates when we go out into the field and reflect the high quality program that Cal State LA offers and enhancing the reputation of the School Psychology Program.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Travel (8 round trip airfare tickets)	\$3,312.00

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3,312.00 ~~4000~~  
 TOTAL REQUESTED FROM ASI \$3,000.00  
 AMOUNT FROM OTHER SOURCES \$312.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We will be conducting fundraisers, ~~and~~ including t-shirt sales, bake goods sale, restaurant fundraisers and more.

## OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI



**UNIVERSITY  
STUDENT UNION**

#### Event Registration

**[APPROVED]**

#### National Association of School Psychology Annual Conference

Submitted By: [REDACTED]

11/4/2019 2:39:22 PM

#### 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?

School Psychology Student Association

#### Event Name

National Association of School Psychology Annual Conference

#### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

7

#### About the event

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

The National Association of School Psychology Conference is held annually where all the nations School Psychologist and graduate students gather together to review information and research regarding the field. The conference is expanded over 4 days and involves: Convention Workshops, Documented Sessions, Featured Sessions, the Keynote Address, and the President's Strands. We have some students expected to present at the conference, in which they will be representing Cal State Los Angeles through documented sessions. This also allows the graduate students to further their knowledge on the field and network. The knowledge we gain from the conference will be brought back to the community of Cal State Los Angeles where we will hold a roundtable discussion to share all information gathered from the conference to all individuals who were unable to attend.

#### Time & Location

**End Date/Time**

02/21/2020 - 6:00 PM

**Where will the event take place?**

Off campus

**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.

1 W Pratt St, Baltimore, MD 21201

**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.

**Officer Contact Phone Number****Contact Email**

Provide the officer's email address.

**Organization Advisor Phone Number****Organization Advisor Name****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.

**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

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

CONFERENCE/CONVENTION

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.

Conference/Convention

Planned Activities

**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.

**For this event, will your organization be seeking tax deductible private external fund raising support?**

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

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

## **Waivers**

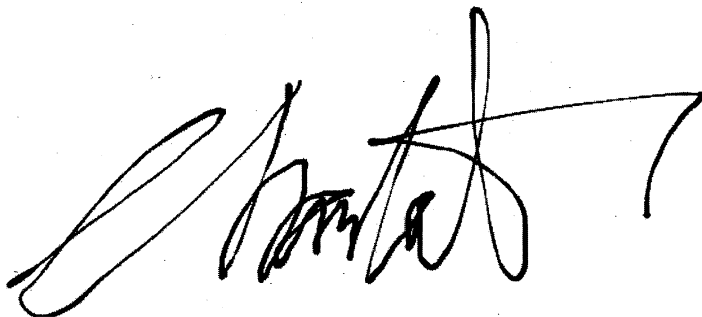
The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.  
California State University, Los Angeles Individual General Release

## 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 "L. Smith", written on a signature pad.

## 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

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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application

## **Options**

### **Members Only Check-in**

Members Only Check-in

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November 5, 2019

Dear Cal State LA ASI Funding Committee:

My name is Elina Saeki and I am a faculty in the Division of Special Education and Counseling and am currently serving as faculty sponsor for the School Psychology Student Association (SPSA) chapter at Cal State LA. I am writing in strong support of SPSA's request for ASI funding to attend the National Association of School Psychologists Annual Convention, to be held in Baltimore, Maryland, February 18 through 21, 2020.

SPSA's mission is to promote and support the pursuit of professional preparation in the field of school psychology, with special emphasis with those serving linguistically and culturally diverse populations in urban schools. SPSA strives to encourage the collaboration and cooperation among graduate students, faculty, alumni, and professionals in the field of school psychology and more broadly, in education. Ultimately, SPSA's intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research. This annual conference is the largest gathering of school psychology professionals, nationally and internationally. This presents a tremendous opportunity for our school psychology graduate students to not only present their research in collaboration with their faculty mentors, but also to network with professionals in the field. Conference attendance will enable our graduate students to represent Cal State LA and the Charter College of Education as a leading institution in the preparation and training of future school psychologists.

In order for our students to attend this conference, travel and accommodations are cost-prohibitive. Therefore, additional university support is requested for students to attend the conference.

I am in full support of SPSA's request for funding to attend this important meeting.

If you have any questions, please contact by email at [esaeki@calstatela.edu](mailto:esaeki@calstatela.edu) or by telephone at 323-343-4448.

Sincerely,

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Elina Saeki, Ph.D.  
Assistant Professor  
School Psychology Program Coordinator



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CHARTER COLLEGE OF EDUCATION

Office of the Dean

November 6, 2019

Dear Cal State LA ASI Funding Committee:

I am writing in strong support of the School Psychology Student Association (SPSA) chapter at Cal State LA and their request for ASI funding to attend the National Association of School Psychologists Annual Convention, to be held in Baltimore, Maryland, February 18<sup>th</sup> through 21<sup>st</sup>, 2020.

SPSA's mission is to promote and support the pursuit of professional preparation in the field of school psychology, with special emphasis with those serving linguistically and culturally diverse populations in urban schools. SPSA strives to encourage the collaboration and cooperation among graduate students, faculty, alumni, and professionals in the field of school psychology and more broadly, in education. Ultimately, SPSA's intention is to nurture continued professional growth through the exchange of scholarly ideas and applied research. This annual conference is the largest gathering of school psychologist professionals, nationally and internationally. This presents a tremendous opportunity for our school psychology graduate students to not only present their research in collaboration with their faculty mentors, but also to network with professionals in the field. Conference attendance will enable our graduate students to represent Cal State LA and the CCOE as a leading institution in the preparation and training of future school psychologists.

In order for our students to attend this conference, travel and accommodations are cost-prohibitive. Therefore, additional university support is requested for students to attend the conference.

I am in full support of SPSA's request for funding in support of attending this important meeting.

Sincerely,

Cheryl L. Ney, Ph.D.  
Dean, Charter College of Education



**NASP 2020**  
ANNUAL CONVENTION

**20  
VISION  
20**  
LEADERSHIP IN FOCUS

**February 18-21, 2020**  
Baltimore, MD

**#NASP2020**

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

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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

**7:00pm - 11:20am +1****\$355**

Spirit Airlines

roundtrip

13h 20m (1 stop)

LAX - 7h 24m in DFW - BWI

Rules and restrictions apply

**11:10pm - 9:23am +1****\$364**

Delta

roundtrip

7h 13m (1 stop)

ONT - 1h 27m in ATL - BWI

Rules and restrictions apply

**8:49am - 11:23pm****\$371**

Spirit Airlines

roundtrip

11h 34m (1 stop)

LAX - 5h 34m in ORD - BWI

Rules and restrictions apply

**8:47pm - 1:06pm +1****\$385**

JetBlue Airways

roundtrip

13h 19m (1 stop)

LAX - 6h 22m in BOS - BWI

**10:30pm - 9:10am +1****\$387**

American Airlines

roundtrip

7h 40m (1 stop)

LAX - 1h 32m in CLT - BWI

Rules and restrictions apply



DAILY

**DEALS**40% or more  
off select hotels

See Deals &gt;

### List of Traveling Students

Name		CIN
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		