

# FUNDING REQUEST FORM

2019-2020

## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- 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

OFFICER NAME:   
 TITLE:   
 ADDRESS:   
 CITY:  STATE:  ZIP:   
 PHONE:  EMAIL:   
 SIGNATURE: 

CLUB/ORG: Healthcare Leadership Association  
 EVENT TITLE: Toastmaster's Extravaganza  
 DATE(S) OF EVENT: Oct. 27, 2020 SEMESTER: FALL  
 EVENT LOCATION: Zoom  
 EXPECTED ATTENDANCE: 40  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 This is event is geared toward students that would like to expand their public speaking skills. Learning tools & gaining confidence for overall growth.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This event will enhance the Cal State LA experience by creating awareness for HLA, creating interest for students to get involved with the club, and gain insightful tips for educational & professional growth.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	None	0.00

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Gratitude Plaque	94.81
	Shipping to Speaker	15.05

MARKETING	DESCRIPTION:	AMOUNT:
	Digital Flyer	0.00

OTHER	DESCRIPTION:	AMOUNT:
	Face Mask	260.00
	Gift Cards	160.00
	Envelopes	59.06
	Shipping	10.36

## PART 5 - EVENT SUMMARY

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

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





Event Registration

## Toastmasters Extravaganza

Submitted By: [REDACTED] 12:54:06 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?  
Healthcare Leadership Association

### Event Name

Toastmasters Extravaganza

### 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.

60

### About the event

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

This event is designed to help students develop speaking skills. It aims to provide academic support to students through public speaking and presentation improvement skills.

Providing networking opportunities with guest speakers.

Providing mentorship opportunities to undergraduate, graduate, incoming freshmen, transfer, and continuing students.

### Time & Location

#### Start Date/Time

10/27/2020 - 6:00 PM

## End Date/Time

10/27/2020 - 7:00 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

## Where will the event take place?

What online platform will this event use to host the event?

Zoom

## Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

<https://calstatela.zoom.us/meeting/register/tJlof-qtpzoiGNC5ixrKmeReO01fuFVqiwDK>

## Is a password required to gain access?

No

## Do participants need to RSVP?

No

## 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. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

#### How do you plan on marketing this event?

Email

Social Media

#### Social Media Site

Instagram

#### Social Media Handle

hla\_csula

#### Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.

[b790b810-500c-4e98-a870-5c5b923da8b8.pdf](#)

#### What other methods of marketing will your organization use?

None

#### Who is invited to this event?

Cal State LA Community

#### Will off-campus media be notified about this event?

No

### Tags

WORKSHOP/SEMINAR

## Cover Image

Please select an image that corresponds to your event.



**ASI**  
ASSOCIATED STUDENTS, INC.

**HLA PRESENTS**

**TOASTMASTER'S  
EXTRAVAGANZA**

**FREE ADMISSION!**

**OCT. 27, 2020  
6PM - 7PM  
VIA ZOOM**

**Join us for networking opportunities, public speaking tips, and the chance to win a \$50 gift card & a face mask!!**

**Guest speaker: Maggie Escobar, AltaMed**

## 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. For Fall 2020 all of these event categories must be held virtually.

Educational Workshop/Program

### 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.)

## 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 read 'M. Alford', written over a horizontal line.

## Event Guidelines & Resources

### Student Organization Event Guidelines

#### Fall 2020 Event Registration Procedures

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](#).

In compliance with [University](#) and [local City and County of Los Angeles](#) guidelines, Cal State LA student organization events and meetings for Fall Semester 2020 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conference, conventions, and retreats

Student organizations are prohibited from holding in-person events, meetings, and activities either on or off campus. In addition, the following **in-person elements will not be approved** for student organization events and as such should be excluded from your planning processes:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol
- Activities that require general release waivers



HLA PRESENTS

# TOASTMASTER'S EXTRAVAGANZA

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# Shopping Cart

[Continue Shopping](#) [Save to List](#) [Share](#)

Delivery based on 95101



JAM Paper® Open-End Catalog Envelopes With Clasp Closure, 6" x 9", 30% Recycled, Yellow, Pack Of 10  
Item # 903562

**Delivery**  
Estimated delivery 3-7 business days

5

**X**  
\$8.99 / pack  
**\$44.95**

Save for Later

## Order Summary

Subtotal (5 Items):	\$44.95
Delivery:	\$9.95
Estimated Tax:	\$4.16

Add Coupon  Add

**Estimated Total \$59.06**

**Checkout**

OR

Feedback



[Carrier Route Letters](#)  
[Carrier Route Nonautomation Letters](#)

### Automation Letters

[Hide Calculator](#)

Weight Limit: 3.5 ounces

Single-Piece Weight:   ounces  pounds or 0.21875 pounds

Check for [Nonprofit prices](#)

Price Category	Number of Pieces	Destination Entry	Piece Price	Postage
5-Digit	<input type="text" value="40"/>	None	\$0.259	\$10.360
AADC	<input type="text" value="0"/>	None	\$0.284	\$0.000
Mixed AADC	<input type="text" value="0"/>	None	\$0.299	\$0.000
Full Service Intelligent Mail Option <sup>1</sup> <a href="#">Show Extra Services and Fees</a>	<input type="text" value="0"/>		(\$0.003)	\$0.000
Total:				\$10.360

1. Enter the number of pieces that comply with the [Full Service Intelligent Mail](#) Option. See [Quick Service Guide 503](#) and [Notice 123 Price List](#) for details about Extra Services.

[< Start Over](#)

[Print Friendly](#)

[Calculate >](#)

[Show History](#)

### Machinable Letters

[Hide Calculator](#)

Weight Limit: 3.5 ounces

Single-Piece Weight:   ounces  pounds

Check for [Nonprofit prices](#)

Price Category	Number of Pieces	Destination	Price	Postage
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## Mail Services

Flat Rate Box, mailed on September 30  
from LOS ANGELES CA 90044 to PARAMOUNT CA 90723

Drop-Off: Show Hide



### Priority Mail 1-Day™ Large Flat Rate Box

USPS-Produced Box: 23-11/16" x 11-3/4" x 3" or 12" x 12" x 5-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
<a href="#">Normal Delivery Time</a>	Thu, Oct 1	\$21.10	\$21.10
<a href="#">Hold For Pickup</a>	Thu, Oct 1	Not available	\$21.10



### Priority Mail 1-Day™ Medium Flat Rate Box

USPS-Produced Box: 13-5/8" x 11-7/8" x 3-3/8" or 11" x 8-1/2" x 5-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
<a href="#">Normal Delivery Time</a>	Thu, Oct 1	\$15.05	\$15.05
<a href="#">Hold For Pickup</a>	Thu, Oct 1	Not available	\$15.05



AWARD TYPES

PLAQUES

ACRYLIC

CRYSTAL

MARBLE

TROPHIES

GIFTS

NAMEPLATES

BADGES

Please enter the following information, then click PLACE YOUR ORDER.

PLACE YOUR ORDER

### Shipping Address

Please enter your shipping address first to get actual shipping cost.

First Name: [Redacted]

Last Name: [Redacted]

Company:

Country: United States

Address Line 1: [Redacted]

Address Line 2:

City: Los Angeles

State: CA - California

ZIP Code: 90006

Phone 1: Ext:

Phone 2: Ext:

Fax:

### Billing Address

[Copy Shipping Address](#)

First Name: [Redacted]

Last Name: [Redacted]

Company:

Country: United States

Address Line 1:

Address Line 2:

City:

State: AL - Alabama

ZIP Code:

Phone 1: Ext:

Phone 2: Ext:

Fax:

### Shipping Options

We expect to finish production by:

Wednesday, September 16, 2020

Need a Rush Order? Email: [orders@award.com](mailto:orders@award.com)

Select a delivery option:

- Standard Shipping (Up to 5 Business Days) - \$11.56
- Monday, September 21, 2020 - \$14.18
- Friday, September 18, 2020 - \$15.86
- Thursday, September 17, 2020 - \$31.13

You should receive your order by:

Wednesday, September 23, 2020

Additional Notes: (optional)

e.g. Must Have In-Hand Date

### Payment Method

- Credit Card
- Company Check

Card Holder:

Card Type: Select

Card Number:

Expires: [Redacted]

Security Code: [Help?](#)

Save this account for future use.

### Order Summary

Item	Qty	Price
TOASTMASTER	1	\$42.90
High Gloss Mahogany Finish Custom Award Plaques 8"x 10" FPJ0005B		
Personalization Cost		\$3.30
Logo Setup (HLA Logo 2.png)		\$15.00
Logo Setup (ASI Logo (2).png)		\$15.00

SubTotal:	\$76.20
Tax:	\$7.05
Shipping & Handling:	\$11.56
<b>Order Total:</b>	<b>\$94.81</b>

Please enter the above information, then click PLACE YOUR ORDER.

 PLACE YOUR ORDER

ABOUT US

FAQ

STORE POLICY

PRIVACY

TESTIMONIALS

OUR CUSTOMERS

SITE MAP

QUICK SHOP:

PLAQUES

ACRYLIC

CRYSTAL

MARBLE

TROPHIES

GIFTS

NAMEPLATES

BADGES

1.888.628.3298

HOURS: MON-FRI 8:30-5:30PM PST

EMAIL: [orders@award.com](mailto:orders@award.com)

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SOCIAL MEDIA:

**Healthcare Leadership  
Association**

*Presents to*

**Maggie Escobar**

In Recognition of your  
Leadership and Dedication to  
California State University  
Los Angeles





# INVOICE

# 200806

Preferred Printerz  
Long Beach, CA

Date: Aug 27, 2020

Payment Terms: UPON RECEIPT

Bill To:

[REDACTED]  
c/o Healthcare Leadership Association @ CSULA

**Balance Due: \$260.00**

Item	Quantity	Rate	Amount
Face Masks	40	\$6.50	\$260.00

Total: \$260.00



HEALTHCARE LEADERSHIP



HLA

ASSOCIATION

ASI