

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

OFFICER NAME: [REDACTED]
 TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED]
 SIGNATURE: *Emmanuel Okosisi*

CLUB/ORG: Healthcare Leadership Association
 EVENT TITLE: HLA Mentorship Program Meet & Greet
 DATE(S) OF EVENT: 9/26/2020 SEMESTER: FALL
 EVENT LOCATION: Zoom
 EXPECTED ATTENDANCE: 120
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

DocuSign by:
 C0788217E285477...

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 The Mentorship Program with HLA is designed for undergraduate, graduate, and alumni students to assist and network in their current studies as well as network with alumni for career advice.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will serve as a meet and greet between HLA Board members, new mentors, and mentees. An agenda will be set up for the mentors and for the mentees to collaborate with each other.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
T-Shirts (\$9.54/pc x 100)	954.00		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT **954.00**
 TOTAL REQUESTED FROM ASI **785.00**
 AMOUNT FROM OTHER SOURCES **169.00**

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]





Event Registration

HLA Mentorship Program Meet and Greet

[APPROVED]

Submitted By: [REDACTED] on 9/6/2020 3:19:23 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?
Healthcare Leadership Association

Event Name

HLA Mentorship Program Meet and Greet

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.

100

About the event

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

The Mentorship Program with HLA is designed for undergraduate, graduate, and alumni students to assist and network in their current studies as well as network with alumni for career advice. This event aims to foster mentorship within the CSULA community. In this event, mentors and mentees will meet their partners. HLA will also orient them on the things that they will have to do in this program.

Time & Location

Start Date/Time

09/26/2020 - 10:30 AM

End Date/Time

09/26/2020 - 12:00 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://us02web.zoom.us/j/3169845495?pwd=T1Y2eHhhaGFNOEUxUWdVTzV/CbDNwdz09>

Is a password required to gain access?

Yes

How can participants get access to the password?

By RSVP/Signing Up

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By email

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.

[5f3f9d9f-0bef-42d5-971c-f07d4e634b77.png](#)

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

SOCIAL

Cover Image

Please select an image that corresponds to your event.

CSULA HLA
MENTORSHIP
Program



Mentoring is a terrific way to support the growth, development and career progression of another, share your knowledge, skills and experience, and even extend your own network.

JOIN US FOR A MEET & GREET

**Saturday, September 26, 2020
at 10:30 AM via Zoom!**

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

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.

Social 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.)

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 'M. H. H. H.', written on a signature pad field.

Event Guidelines & Resources

Student Organization Event Guidelines

Fall 2020 Event Registration Procedures

CSULA HLA
MENTORSHIP



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INVOICE

200804

Preferred Printerz
Long Beach, CA

Date: Aug 20, 2020

Payment Terms: UPON RECEIPT

Bill To:

[REDACTED]
c/o Healthcare Leadership Association @ CSULA

Balance Due: \$954.00

Item	Quantity	Rate	Amount
Small	20	\$9.50	\$190.00
Medium	34	\$9.50	\$323.00
Large	34	\$9.50	\$323.00
Extra Large	10	\$9.50	\$95.00
Double Extra Large	2	\$11.50	\$23.00

Total: \$954.00

