

FUNDING REQUEST FORM

2020-2021

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

 CSI EVENT REGISTRATION FORM EVENT ESTIMATES / INVOICES (NOT PAID) EVENT FLYER WITH ASI LOGO REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]

CLUB/ORG: Professionals In Human Resources Association

OFFICER TITLE: [REDACTED]

EVENT TITLE: HR Certifications

ADDRESS: [REDACTED]

DATE(S) OF EVENT: 09/30/2020

SEMESTER: FALL

CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

EVENT LOCATION: Zoom

PHONE: [REDACTED]

TOTAL ATTENDANCE: 50

SIGNATURE: *Emma Vurdien*

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

027BA99FDBD44C...

PART 3 - EVENT DESCRIPTION

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

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

BRIEFLY DESCRIBE THE EVENT:

Professional speakers who specialize in HR Certification will be speaking to CSULA students on how to pick the correct HR certification.

Students will be informed on the different HR certification so they can make better decision.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		2 awards for our speakers.	\$151.48

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$151.48

TOTAL REQUESTED FROM ASI \$151.48

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

HR Certifications

Revised By: [REDACTED]

[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 (PIHRA)

Event Name

HR Certifications

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.

50

About the event

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

Speaker: Thela Thatch

Topic: HR certification

Thela will be discussing the different types of HR certifications.

Time & Location

Start Date/Time

09/30/2020 - 1:30 PM

End Date/Time

09/30/2020 - 3:00 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://forms.gle/2SpUKUi8SXCeYi786>

Is a password required to gain access?

No

RSVP Link

Requires <http://> or <https://>

<https://forms.gle/2SpUKUi8SXCeYi786>

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

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?

Social Media

Social Media Site

Instagram

Social Media Handle

@csula_pihra

Printed Media Upload*

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

[cedc9887-92fc-471b-954b-bd9e0d48d497.pdf](#)

What other methods of marketing will your organization use?

N/A

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

WORKSHOP/SEMINAR

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. 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.)

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

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
- Benefits to proceeds/fundraising transactions conducted in person
- On-Campus space and room reservations

Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2020-2021 Academic Year to be reviewed for Fall 2021. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Prior to the start of the Spring 2021 semester, these procedures will be reviewed and updated in accordance with University and Los Angeles city and county of guidelines.

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](#).

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2020 and are provided for reference:

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 are applicable for in-person events only and will not be approved for Fall 2020. They are provided for reference. Prior to the start of Spring 2021 updates to student organization event guidelines will be announced.

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](#) website and [Administrative Procedure 505 Use of Facilities and Equipment](#):

- [External Space Request Form](#)
- [Filming Request Application](#)

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Everyday Finds
Jewelry & Accessories
Clothing & Shoes
Home & Living
Wedding & Party
Toys & Entertainment
Art & Collectibles
Craft Supplies
Gifts

1 item in your cart

Keep shopping



CallaghanGlassWorks Contact shop



Round Crystal Award LARGE
6.75" - Personalized Crystal Wholesale Deep Etched Trophies - Corporate Etched Awards - Wholesale Etched Awards

Proof: NO (fast processing)

Quantity: 1+

\$120.00
(\$60.00 each)

4 people have this in their cart

Edit

Personalization: Not requested on this item.

Save for later Remove

How you'll pay

Apple Pay

Mastercard

VISA

Discover

PayPal

Item(s) total	\$120.00
Shipping	\$31.48
<small>(To United States, 91722)</small>	
Total (1 item)	\$151.48

Check out with Apple Pay

By clicking the Apple Pay button, you agree to Etsy's [Terms of Use](#) and [Privacy Policy](#).

This order is a gift
Prices will not be shown on packing slip

[Apply shop coupon codes](#)

Add a note to CallaghanGlassWorks (optional)

\$31.48 (Sep 19 - 22, USPS Priority Δ)

Estimated delivery: Sep 19 - 22 from United States

Flyer Design

1ST Flyer



2ND Flyer

Program Details



General Meetings

1. Trends in HR September 16
2. HR Certifications September 30th
3. Leadership Traits Analysis October 7th
4. Negotiation Techniques October 21st
5. Resume Building for AI November 4th

Social Events



- Movie Night
Saturday, September 19th
- Roblox Theme Park
Saturday, October 17th
- Jeopardy
Saturday, November 21st



Off Campus Speakers Awards (Two Designs)



Sweatshop Free Confirmation

8:41
◀ Search
◀ Back Christopher Callaghan ⋮

Round Crystal Trophy 5.75" - Crystal Wholesale
Deep Etched Trophies - Corporate Etched Award...

Hello,

Thank you for your interest in my storefront! It would be my pleasure to assist you with this project.

The artwork would be free with the purchase of the awards. I would highly recommend upgrading to the 6 3/4" size to sufficiently display this amount of artwork. Here's the link the recommended award:

https://www.etsy.com/listing/766318485/round-crystal-award-large-675?ref=shop_home_active_34

I'll be glad to answer any questions you may have and assist you moving forward.

Best,
Chris Callaghan
Callaghan Glassworks



Write a message



Send



Home



Favorites



Updates



You



Cart

Round Crystal Trophy 5.75" - Crystal Wholesale
Deep Etched Trophies - Corporate Etched Award...

Hey Chris,
Thank you for getting back to me
and the recommendation.

We have to submit this design to
our campus, inorder to process
the order we have to get a
confirmation from you that you
are Sweatshop free. Can you
please confirm? 😊

Tue, Sep 1, 3:44 PM

Hey!

Of course, it's my pleasure.

We are a proud family owned
business and the farthest thing
from a sweatshop. Each step of
the customer service, production,
packaging, and shipping is done
by a member of the Callaghan
family.

Best,
Chris Callaghan



Write a message



Send



Home



Favorites



Updates



You



Cart