

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE: *Emma Vurdien*
DocuSigned by: 027BA99FDBD44CC...

CLUB/ORG: Professionals In Human Resources Associati
 EVENT TITLE: Jeopardy Social Event
 DATE(S) OF EVENT: Nov 21, 2020 SEMESTER: FALL
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 PIHRA will be hosting a Jeopardy Social Event. All students can join and play.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 CSULA students will have the chance to build connection and relationship with each other and other clubs on campus.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
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MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	screen & set-up charges:2 front,1 back	75.00		estimated shipping and handling	22.50
front 2 color + undercoat	78.50	<input type="text"/>	<input type="text"/>		
back collar 1 color + undercoat	72.50	<input type="text"/>	<input type="text"/>		
25 Plain Shirts(Plus size)	203.75	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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

Jeopardy Social Event

[APPROVED]

R [REDACTED] on 9/14/2020 11:02:03 AM - Version 4

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

Jeopardy Social Event

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.

PIHRA will be hosting a Jeopardy Social Event. CSULA Students can attend by RSVP. There will be a giveaway.

Time & Location

Start Date/Time

11/21/2020 - 12:00 PM

End Date/Time

11/21/2020 - 6:00 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://www.instagram.com/csula_pihra/?hl=en

Is a password required to gain access?

No

RSVP Link

Requires http:// or https://

<https://forms.gle/MEipqs7Dc2kiEjx97>

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.

██████████

Officer Contact Phone Number

██████████

Contact Email

Provide the officer's email address.

██████████

Organization Advisor Phone Number

██████████

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.

[5b943a5d-7c57-4e86-ad79-c054dbba1b68.pdf](#)

What other methods of marketing will your organization use?

N/A

Which institutions have been invited to this event?

CSUN

Who is invited to this event?

Student organization members

Cal State LA Community

Other Colleges & Universities

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION

SOCIAL

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.

Other

Please describe the other category for this event

Social Event

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 'J. M. R.', written on a signature pad.

Event Guidelines & Resources

Student Organization Event Guidellines

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)

JEOPARDY!

PI *hr* A™

Cal State Los Angeles

NOVEMBER 21, 2020

ASI

ASSOCIATED STUDENTS, INC.

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

No Sweat Apparel

95 Carey Avenue
Watertown, MA 02472
617-393-0400

ASI-QT-102720-1

10/27/20

NO SWEAT QUOTE

Associated Students Incorporated

SHIPPING ADDRESS

DATE NEEDED BY (IF TIME SENSITIVE) :

11/25/20

Check Prepay
VISA MC AMEX

BILLING ADDRESS (IF DIFFERENT THAN SHIPPING)

SKU#	DESCRIPTION	QTY	SIZE	COLOR	PRICE	TOTAL
						\$ -
						\$ -
10FT	unisex 4.4 oz 100% ring-spun cotton T, US union-made	25	XS-XL	navy	\$ 8.15	\$ 203.75
						\$ -
	add \$1 per size for 2XL-4XL					\$ -
						\$ -
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	screen & set-up charges (1 per color/location)	3		2 front, 1 back	\$ 25.00	\$ 75.00
	estimated printing costs (union bug included, of course)	25	front LC	2 color + undercoat	\$ 3.14	\$ 78.50
		25	back collar	1 color + undercoat	\$ 2.90	\$ 72.50
						\$ -
						\$ -
						\$ -
						\$ -
	estimated shipping and handling	25			\$ 0.90	\$ 22.50
						\$ -

25 BOTTOM LINE >>>> **\$ 452.25**

SCREEN PRINTING INFORMATION (IF APPLICABLE):	
FRONT IMAGE LOCATION (Front Center, Front Chest etc)	
BACK IMAGE LOCATION (Back Below Collar, Back Center etc)	
INK COLOR (S) PANTONE PMS#'s if possible	
SIZE (W" X H")	
NOTES	

PIhRA™
Cal State Los Angeles



ASI





Going Sweatshop Free

ASI requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop free manufacturer and provide proof the business is sweatshop free. Clubs and organizations, when requesting ASI funding for clothing, will not be required to purchase only from the companies on this list however, it is strongly recommended.

If a club or organization does not want to follow this list, they are required to submit proof stating that the shirt manufacturer and/or printing company are **both** sweatshop free. This can be accomplished through a screenshot of an email saying that they are sweatshop free.

A.S.I. exclusively uses ReproPromo for all apparel needs. Based on selections from Next Level and Bella + Canvas catalogue, orders are placed directly through ReproPromo for both shirts and silkscreen services.

Name	Shirt Production	Screen Printing	Contact Information
Repro Promo		X	https://www.repropromo.com/index.html
Arbol Screen Printing	X	X	www.arbolscreenprints.com
Next Level Apparel	X		https://www.nextlevelapparel.com/
Bella + Canvas	X		https://www.bellacanvas.com/
Uma Specialties	X	X	https://www.umaspecialties.com/
Leo's Silkscreen Service	X	X	https://www.leosusa.com/
Life Wear	X		https://www.lifewear.net/
No Sweat Apparel	X		https://www.nosweatapparel.com/
Esperanza Threads	X		https://esperanzathreads.com/
Indigenous	X		https://indigenous.com/
Bayside	X		https://www.astssportswear.com/homepage
Ethix Merch	X		https://ethixmerch.com/
American Apparel	X		https://www.americanapparel.com/en/