

# 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: *Lindee Alvarez*

CLUB/ORG: Student Academy of Audiology  
 EVENT TITLE: SAA Study Session  
 DATE(S) OF EVENT: Dec. 7th 2020 SEMESTER: FALL  
 EVENT LOCATION: Zoom  
 TOTAL ATTENDANCE: 40  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 This event is intended to prepare students for their upcoming final exams.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 Students will be able to interact with each other and enhance their learning. They will be able to ask questions about their courses.

## PART 4 - COST BREAKDOWN

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

  

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
60 T-shirts	\$1259.28		

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT                    \$1259.28  
 TOTAL REQUESTED FROM ASI                471.00  
 AMOUNT FROM OTHER SOURCES            788.28  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 N/A

**OFFICE USE ONLY**  
 STAFF INITIALS   
 TIME STAMP:



Event Registration

## SAA Study Session

**[APPROVED]**

Submitted By: [REDACTED] on 11/6/2020 5:19:59 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?

Student Academy of Audiology

### Event Name

SAA Study Session

### 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.

40

### About the event

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

To prepare for upcoming final exams we will be hosting a study session for our members to assist them with their audiology courses. They will be able to ask questions and we will provide them with questions to help them study.

### Time & Location

#### Start Date/Time

12/07/2020 - 7:00 PM

#### End Date/Time

12/07/2020 - 8:30 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.)

3309617918

### 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.

██████████

### 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. 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\_saa

#### Printed Media Upload\*

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

[94d79e81-e8b0-4bbc-b500-5b435798ab9f.jpg](#)

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

N/A

### Who is invited to this event?

Cal State LA Community

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

No

## Tags

EDUCATIONAL

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.

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

### Will a movie be shown at this event?

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



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

C S U L A S A A

# STUDY SESSION

**WHEN: DEC. 7TH, 2020**

**TIME: 7 PM**

AuD &  
COMD  
Courses:  
4000  
4020  
4200

**ZOOM ID: 330 961 7918** 



TALK TO A REAL PERSON  
800-293-4232

CHAT WITH A REAL PERSON  
Chat Now

PRODUCTS

DESIGN LAB

TEMPLATES

FUNDRAISING

YOUR ACCOUNT



## Design Name: saa

Last saved on: September 25, 2020 | [retrieve another design](#) | [print this design](#)

Shown on the Hanes Authentic T-shirt in Light Steel [Try it on more styles and colors](#)



### Ordering Options

[Buy Now](#)

Order today for FREE delivery by November 3, 2020

[Buy With a Group >>](#)

Collect sizes. Split payments. Ship individually or together.

[Start a Fundraiser >>](#)

Raise money by selling this design online.

[Edit Design](#)

[Get Price](#)



Quote for "saa"  
9 Color Front | 2 Color Back  
Gildan Ultra Cotton T-shirt -- Sports Grey  
S-XL: 60 @ \$19.08  
Total Quantity: 60  
Subtotal: \$1,144.80  
Applicable tax will apply during checkout. \$114.48  
Order Total: \$1,259.28  
Free shipping to Los Angeles, CA (90043)

=====

If you have any other questions along the way, I'm here to help guide you through our ordering process! Thank you again for choosing Custom Ink.

Best,

Camry C.  
Custom Ink Sales  
sales: 800-293-4232  
direct: 855-246-6014



**Custom Ink Service - Britnei W.** <service@customink.com>  
to me ▾

📧 9:26 AM (

Hi [REDACTED]

Thank you so much for reaching out to Custom Ink, I'm happy to help you!

I am very happy to report that YES we are a sweatshop free manufacturer!

Below I have included an attachment of our Fair Labor Association Registration Certificate for proof of our membership.

If there is anything further I can do to assist with your T-shirt order, I would be happy to assist! Just let me know. :)

Wishing you a wonderful day,

Britnei W.

Custom Ink Sales

sales: 800-293-4232

direct: 844-888-0213

[service@customink.com](mailto:service@customink.com)

Custom Ink | 2910 District Ave, Suite #300 | Fairfax, VA 22031