

ASSOCIATED STUDENTS, INC.

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: *Emma Verdien*

CLUB/ORG: Professionals in Human Resources Association
 EVENT TITLE: Networking
 DATE(S) OF EVENT: 03/12/2021 SEMESTER: FALL
 EVENT LOCATION: ZOOM
 TOTAL ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 51

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Maria Kozlov HR Professional will be offering CSULA student tips on how to network and expand their network within their profession.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 All CSULA students can learn how to expand their network during COVID.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	15 SASHES	900

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 900
 TOTAL REQUESTED FROM ASI 900
 AMOUNT FROM OTHER SOURCES [REDACTED]
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]
 TIME STAMP: [REDACTED]





Event Registration

Networking

[APPROVED]

Submitted By: [REDACTED] on 2/11/2021 1:04:17 AM

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

Networking

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.

Maria Kozlov HR Professional will be offering CSULA student tips on how to network and expand their network within they professional career.

Time & Location

Start Date/Time

03/12/2021 - 5:30 PM

End Date/Time

03/12/2021 - 6:30 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.)

https://www.instagram.com/csula_pihra/?hl=en

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?

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.

[0a81fb17-9017-4699-957c-53a66e03a1ce.png](#)

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

Cover Image

Please select an image that corresponds to your event.



Networking

Maria Kozlov

3/12/2021

TIME: 5:30 PM

ZOOM:TBA



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

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

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



Networking

Maria Kozlov

3/12/2021

TIME: 5:30 PM

ZOOM:TBA





MoDessaDesigns

Contact shop



Quick to ship

Quantity: 1 **\$900.00**

Reserved for [REDACTED] 15 Navy
Blue Graduation Stoles w White
Trim Custom Embroidered
PIHRA CLUB / class of 2021
Graduation Stole Sash

Save for later

Remove

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

Apply shop coupon codes

Add a note to MoDessaDesigns
(optional)

Shipping: **FREE**

Ready to ship in 1-3 business days
from United States

SATIN GRADUATION STOLE/Slant Bottom/Satin Trim/Custom Em...

Apr 28, 2020






Yes, I am sweat shop fr.
ee

#Note: Same vendor we use
for last year sash purchase

Apr 28, 2020

Awesome! Thank you 😊

Sep 26, 2020

 Covington, GA
 Local time 3:28am
 MoDessaDesigns



No contact history

Labels

No labels added.





Preview

