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:
DocuSigned by
Emmanuel Okosisi
C0788217E285477...

CLUB/ORG: Healthcare Leadership Association

EVENT TITLE: Virtual Graduation Banquet

DATE(S) OF EVENT: 5/22/21   SEMESTER: SPRING

EVENT LOCATION: Virtual

TOTAL ATTENDANCE: 85

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event is a virtual celebration of graduating students in the College of Business and Economics. It will also highlight the achievements of the organization.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Despite the pandemic, HLA officers, members and advisors provided services and engage our students on campus. It will honor the achievements and the success of the graduating students.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:
Sash for HLA officers	$527.975
Plaques for student awardees	$211.19
Plaques for advisors	$45
Certificate for speakers and reviewers	$102.29

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
Bubble envelope	$16.15
Mailing Fee	$213.75

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT $1,116.355

TOTAL REQUESTED FROM ASI $1,116.355

AMOUNT FROM OTHER SOURCES   0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT?

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI

Event Registration

Virtual Graduation Banquet

[APPROVED]

Submitted By: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ on 2/24/2021 3:19:18 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

Virtual Graduation Banquet

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.
60

About the event

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

This is a two-hour long virtual event that will highlight the achievements of the graduating members of HLA. This event will also induct the new set of officers for HLA for the academic year 2021-2022. We wanted to honor the graduates who despite the pandemic made it through and finished with flying colors. Alumni of the MBA and MS in Healthcare Management Program will also be invited.

Time & Location

Start Date/Time

05/22/2021 - 5:00 PM

End Date/Time

05/22/2021 - 7:00 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.)
Zoom ID: 874 9743 2879

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?

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.

abc6c0e2-a66a-400d-b847-7a7445d07662.pdf

What other methods of marketing will your organization use?

Word of mouth

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION   GOLDEN EAGLES/CAMPUS SPIRIT

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.

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

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 Guidellines

2020-2021 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 and Spring Semesters 2020-2021 **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

HEALTHCARE LEADERSHIP ASSOCIATION

Virtual Graduation Banquet

SATURDAY, MAY 22, 2021 • 5PM
ZOOM ID 874 9743 2879

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

Virtual Graduation Banquet funding request attachments

pe.usps.com/text/dmm300/Notice123.htm#_c031

Post Attendee - Z... | Brand Strategy Vi... | Cal State LA | We... | Westways | Making Money – I... | YouTube | Maps | Gmail | distribution_11_sli... | Other Bookmarks

Retail

Priority Mail Express	Size		Price
Flat Rate Envelope	12-1/2" x 9-1/2"		$26.35
Legal Flat Rate Envelope	15" x 9-1/2"		26.50
Padded Flat Rate Envelope[1]	12-1/2" x 9-1/2"		26.95

Priority Mail	Size		Price
Flat Rate Envelope	12-1/2" x 9-1/2" or smaller		$7.95
Legal Flat Rate Envelope[1]	15" x 9-1/2"		8.25
Padded Flat Rate Envelope[1]	12-1/2" x 9-1/2"		8.55
Small Flat Rate Box	8-5/8" x 5-3/8" x 1-5/8" Inside 8-11/16" x 5-7/16" x 1-3/4" Outside		8.45
Medium Flat Rate Boxes	11" x 8-1/2" x 5-1/2" Inside 11-1/4" x 8-3/4" x 6" Outside 13-5/8" x 11-7/8" x 3-3/8" Inside 14" x 12" x 3-1/2" Outside		15.50
Large Flat Rate Boxes	12" x 12" x 5-1/2" Inside 12-1/4" x 12-1/4" x 6" Outside 23-11/16" x 11-3/4" x 3" Inside[1] 24-1/16" x 11-7/8" x 3-1/8" Outside[1]		21.90
APO/FPO/DPO Flat Rate Box	12" x 12" x 5-1/2" Inside 12-1/4" x 12-1/4" x 6" Outside		20.40

CAL STATE LA

STYLE — COLORS — **03** — FINALIZE

STEP 3 CUSTOMIZE
It's your big moment, so show your pride with designs items listed on the right!

CHOOSE YEAR   2021 ▼   2021

text | CLASS OF 2021
seal | Cal State LA
logo | Cal State LA
logo | ASI Cal State LA ✎ 🗑
logo | HLA ✎ 🗑
text | MSHCM ✎ 🗑

PRICE $74.00 ⓘ

NECK (BACK)
SHOULDER
CHEST
SASH CENTER
TIP

▾ VIEW
🔍 ZOOM   ↻ BACK

▾ ADD ITEMS
TEXT
CAL STATE LA PRESET TEXT
GREEK LETTERS
GREEK CREST
LOGO/SEAL
FLAG
SYMBOL
USER LOGO

MSHCM
ASI
CLASS OF 2021
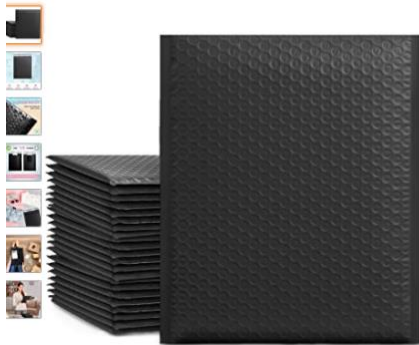Cal State LA

NEXT
< BACK

Roll over image to zoom in

UCGOU 8.5x12 Inch Black Poly Bubble Mailers Padded Envelopes Self Seal Mailing Envelopes Pack of 25

Visit the UCGOU Store

★★★★★ ˅   7,599 ratings | 108 answered questions

Amazon's Choice for Envelope Mailers by UCGOU

List Price: $23.99
Price: **$14.99** ✓prime & FREE Returns
You Save: $9.00 (38%)

Thank you for being a Prime member. Get a $100 Gift Card: Pay $0.00 upon approval for the Amazon Prime Rewards Visa Card.

Color: **Black**

$14.99 ✓prime	$14.99 ✓prime	$14.99 ✓prime	$16.99	$14.59 ✓prime
$14.99 ✓prime	$13.99 ✓prime			

Size: **8.5x12" 25PC**

Size	8.5x12" 25PC
Style	Poly
Color	Black
Brand	UCGOU
Closure Type	Self-Seal

About this item

Share ✉ 🇫 🐦 📌

○ One-time purchase:
$14.99
✓prime
FREE delivery: **Thursday, March 25**
Ships from: Amazon
Sold by: UCGOU Direct

● Subscribe & Save:
$14.99
✓prime
Save up to 5% on auto-deliveries. Learn more
Get it Thursday, Mar 25
In Stock.
Qty: 1 ˅

Deliver every:
2 months (Most common) ˅

Set Up Now

Auto-deliveries sold by UCGOU
Direct and Fulfilled by Amazon

Add to essentials

Learn more about Your Essentials

Award Certificates - 50 Blank Plain Paper Sheets - with Gold Foiled Metallic Border Computer Paper - Laser & Inkjet Printer Compatible - 11 x 8.5 Inches

Visit the Juvale Store

★★★★★ ˅   561 ratings | 11 answered questions

Amazon's Choice for "certificates of achievement"

Price: **$14.99** ✓prime & FREE Returns

Thank you for being a Prime member. Get a $100 Gift Card: Pay $0.00 upon approval for the Amazon Prime Rewards Visa Card.

Color: **White**

$14.99 ✓prime	$10.99 ✓prime

- **AWARD CERTIFICATE PAPER:** Ivory-colored, heavyweight stock paper with a metallic gold foil scroll border design
- **MULTI-PURPOSE:** Blank certificate paper can be used in both horizontal and vertical format; ideal for classroom awards, end of year awards, academic awards, camp certificates, perfect attendance, and graduations
- **EASY CUSTOMIZATION:** The center of the certificate has a sizable space to add personalized text, lines for signatures, adhesive stickers, and personalized messages
- **PRINTER-FRIENDLY:** Compatible with inkjet and laser printers: simply create your design, and print
- **WHAT'S INCLUDED:** Includes 50 blank paper certificates, each one measures 8.5 x 11 inches

Compare with similar items

💬 Report incorrect product information.

Share ✉ 🇫 🐦 📌

● One-time purchase:
$14.99
✓prime & FREE Returns ˅

FREE delivery: **Thursday, March 25**
Order within 5 mins Details

📍 Deliver to Ledi - Los Angeles 90020

In Stock.
Qty: 1 ˅

Add to Cart

Buy Now

🔒 Secure transaction

Ships from Amazon
Sold by Juvo+

☐ Add a gift receipt for easy returns

○ Subscribe & Save:
$14.99
✓prime
First delivery on Mar 25
Ships from: Amazon
Sold by: Juvo+

Back to results

Giftgarden 8.5x11 Picture Frames with Tempered Glass Front, Black Certificate Diploma Document Frames Set for Tabletop or Wall Display, 7 Pack
Visit the Giftgarden Store
★★★★☆ 5,393 ratings
Amazon's Choice for "certificate frames 8.5 x 11 multi pack"

Price: **$39.99** ✓prime & FREE Returns

Get $100 off instantly: Pay $0.00 upon approval for the Amazon Prime Rewards Visa Card.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Extra Savings Promotion Available. 1 Applicable Promotion ⌄

Size: 8.5 x 11

4 x 6	5 x 7	8 x 10	8.5 x 11
$15.99	$26.99	$26.99	$39.99
✓prime	✓prime	✓prime	✓prime

- DIMENSION: The multi-pack frames set come with 7 pieces picture frames 8.5x11, an ideal size to fit your 8.5 by 11-inch photographs, diplomas, certificates, credentials, awards, documents, pictures, and paintings.

Buy new: $39.99
✓prime & FREE Returns ⌄
FREE delivery: **Thursday, March 25**
Order within 4 mins Details
⊙ Deliver to Ledi - Los Angeles 90020

In Stock.
Qty: 1 ⌄

Add to Cart
Buy Now

🔒 Secure transaction

Ships from Amazon
Sold by GIFT GARDEN
Packaging Shows what's insi...

Details
☐ Add a gift receipt for easy returns

Quote for the plaques is from J&J Sports. The same supplier that ASI is using for its yearly awards.

to Jan ▾   Mon, Mar 1, 3:06 PM ☆ ↩ ⋮

Hi
Yes still in need and I need the quote before Thursday

Sent from my iPhone

On Mar 1, 2021, at 3:00 PM, Jan <jjsports2@verizon.net> wrote:

So sorry! I haven't been to work and I just saw this email . If you're still in need of plaques, please let me know

J & J Sports Trophies   Tue, Mar 2, 9:17 AM ☆ ↩ ⋮
to me ▾

The plaques Dena does are 5x7. Those run $14 + tax. Will you need a logo on them?

to J ▾   Tue, Mar 2, 9:57 AM ☆ ↩ ⋮

Yes we will need a logo

Sent from my iPhone

On Mar 2, 2021, at 9:17 AM, J & J Sports Trophies <jjsports2@verizon.net> wrote: