

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: *Ana Zavala*

CLUB/ORG: Pre-Law Society
 EVENT TITLE: Grad Sashes
 DATE(S) OF EVENT: April 30 SEMESTER: SPRING
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 40
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 33

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Our Seniors will be receiving their PLS graduation sashes along side a PLS shirt. All members will also receive a shirt.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

We are honoring our senior who have put all their hard work and dedication into making the program successful. We are also honoring everyone else for working extremely hard during these past semesters.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	ASI Logo	N/A		Sashes (22)	\$1663.20
	N/A	N/A		Shirts (35)	\$670.50
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A
	N/A	N/A		N/A	N/A

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$2,333.70
 TOTAL REQUESTED FROM ASI \$245 + \$1164.24 = \$1409.24
 AMOUNT FROM OTHER SOURCES \$425 + \$498.96 = \$923.96

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Associate Spring Semester fees.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

Graduation Ceremony

Submitted By: [REDACTED] 4:36:07 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?

Cal State LA Pre-Law Society

Event Name

Graduation Ceremony

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.

We will be honoring the class of 2020 and 2021, seniors will receive a sash and a shirt. All members off the Pre-Law Society will also be receiving a shirt.

Time & Location

Start Date/Time

04/30/2021 - 5:00 PM

End Date/Time

04/30/2021 - 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://us04web.zoom.us/j/74573789164?pwd=UTJxZlJ5WE5GZjkwDd2ZlWZmk1dz09> Meeting ID: 745 7378 9164

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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION

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

A handwritten signature in black ink, appearing to read "Anna", followed by a large, stylized flourish that extends to the right.

Event Guidelines & Resources

Student Organization Event Guidelines

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
- 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



ASSOCIATED STUDENTS, INC.

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

*Congratulations
to our
Graduates!*

VIA ZOOM
ID: 745 7378 9164

DATE: APRIL 30
TIME: 5PM-6P



INV# 001

NG
LC

LUNARES CREATIONS

Nisa Garcia
6128 Leona Joan Ave.
Pico Rivera, CA 90660

BILL TO

Pre-Law Society
5151 State University Dr.
Los Angeles, CA 90032

DESCRIPTION	QTY	PRICE	TOTAL
PLS/ASI LOGO-GREY SHIRT	35	\$25	\$875
		SUBTOTAL	\$875
		SHIPPING	\$10
		-----	-----
		TOTAL	\$885
		10% BULK DISCOUNT	(\$88.50)
		REVISION FEE	\$15.00
		AMOUNT	\$811.50







STEP 4

Pay

Review your selections and finalize your order!

Review your order and click 'NEXT' when you're ready to pay!

MODIFY

YOUR SELECTIONS

BODY	#2 Silver
TRIM	#1 Black
THREAD	#1 Black 1800
TIP	None

YOUR DESIGNS

LEFT	SOCIETY
	PRELAW
RIGHT	CSULA
	CLASS OF 2020-2021
	ASI LOGO
	CSULA

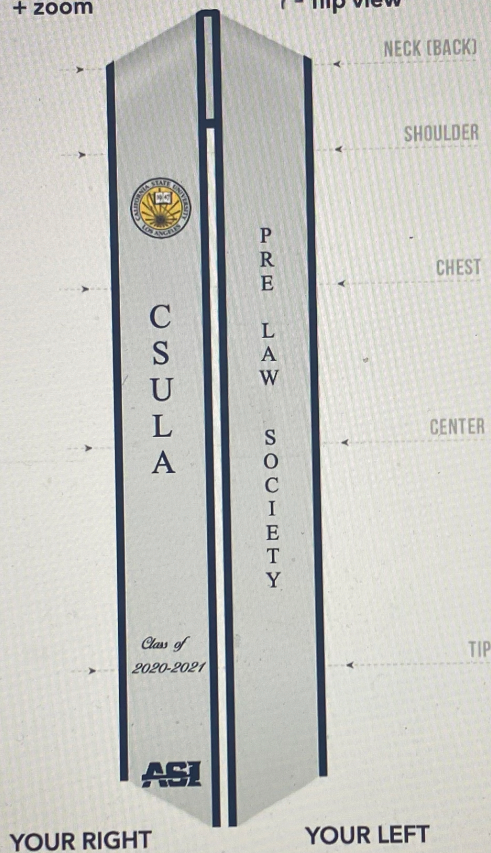
NECK

CUSTOMER LOGO

CUSTOMER LOGO 1

+ zoom

flip view



PRICE DETAILS

Blank Stole	\$44
\$(44min price incl. 1 text)	
Text	\$5
CSULA	
Text	\$5
Class of 2020-2021	
Text	\$5
SOCIETY	
Text	\$5
PRELAW	
Customer Logo	\$10
ASI LOGO	
Customer Logo	\$10
CSULA	
Rush	\$0.00
<input type="checkbox"/> 2 Weeks	
+30% to order total	

*Standard turnaround time is 3 weeks from date order is placed and payment is received. Shipping and delivery times may vary due to delivery location.

QTY. 22 (-10%)

TOTAL \$1663.20

Please review the Terms & Conditions [here](#).

NG
LC



LUNARES CREATIONS

Nisa Garcia
6128 Leona Joan Ave.
Pico Rivera, CA 90660

To whom it may concern,

Lunares Creation is a small business owned by myself. I work from home and can assure you that I am sweatshop free. The products being used in your order were also made in a sweatshop free environment.

If additional proof is needed, I can provide links to the companies website where they state their sweatshop free values.

Please let me know if you require the additional information.

Best,
Nisa Garcia

Owner - Lunares Creations



Fair Labor Association Registration Certificate

This is to confirm that **CollegeWear, Inc.** is registered with the Fair Labor Association as a **Category D Licensee** affiliate with expiration date on **12/31/2021**.

Organization Name: CollegeWear, Inc.

Address:
13771 Danielson St Ste L
Poway, CA
92064-8840
US

Affiliate ID: 1088

Notes about Company Registration and Affiliation:

*Registration renewals are required annually prior to the expiration date in order for companies to remain active. FLA registration operates on a calendar year basis (i.e. January - December). A company's FLA status is dependent on fulfillment of additional procedural and program requirements beyond registration. For more information about the FLA licensee categories and obligations or a company's FLA status, please check the FLA website at www.fairlabor.org or contact the FLA directly.

Fair Labor Association 2033 K Street, NW Suite 400
Washington, D.C. 20006
Tel: 202-898-1000
www.fairlabor.org