

# FUNDING REQUEST FORM

2020-2021

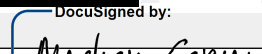
## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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]	CLUB/ORG: Edible Garden Club
OFFICER TITLE: [REDACTED]	EVENT TITLE: Raised Garden Bed Workshop
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 5/25/2021     SEMESTER: SPRING
CITY: [REDACTED]     STATE: [REDACTED]     ZIP: [REDACTED]	EVENT LOCATION: Virtual - Zoom
PHONE: [REDACTED]     EMAIL: [REDACTED]	TOTAL ATTENDANCE: 20
SIGNATURE:  015A54CE5A15445...	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Join the Edible Garden Club in a workshop on how to build raised garden beds. Leadership will be demonstrating how to construct a variety of styles.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

To establish six beds to be used by club members, Housing partners and Cal State LA community in educational tutorials of planting and growing edible species in an experiential learning space.

## PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		See attached spreadsheet	1,607.55

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$1,607.55	<b>OFFICE USE ONLY</b>
TOTAL REQUESTED FROM ASI	\$1,607.55	
AMOUNT FROM OTHER SOURCES		
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		STAFF INITIALS [REDACTED]
		TIME STAMP: [REDACTED]





## Event Registration

### Raised Garden Bed Workshop

Submitted By: [REDACTED] 10:34:41 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?

Edible Garden Club

## Event Name

Raised Garden Bed Workshop

## 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.

20

## About the event

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

Join the Edible Garden Club in a workshop on how to build raised garden beds. Edible Garden Club leadership will be building beds for the edible garden and providing a tutorial on different assembly styles.

Planting in a raised bed gives you full control over soil quality and content, which is especially important in areas where the existing ground soil is rocky, nutrient-poor, or riddled with weeds. Raised garden beds also provide accessibility for students with disabilities. This proposal includes the materials for the construction of three (3) different styles of raised beds.

Objectives:

- To establish six (6) raised garden beds to be used by club members and Housing partners in educational tutorials of planting and growing edible species.
- To create experiential learning spaces for students and community members.
- To ensure space for students to grow edible plants in order to maintain scientific protocol of research beds.

## Time & Location

### Start Date/Time

05/25/2021 - 11:00 AM

### End Date/Time

05/25/2021 - 1:00 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://calstatela.zoom.us/j/84955675866>

### 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

@ediblegardenclub.calstatela

## Printed Media Upload\*

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

[34ecbae6-5d8b-466b-83bf-0707d77f6e54.png](#)

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

Email Newsletter

## Who is invited to this event?

Cal State LA Community

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

No

### Tags

EDUCATIONAL

LIVE DEMONSTRATION/ DIY (DO IT YOURSELF)

OUTDOOR

### 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.

**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, written on a white background.

### Event Guidelines & Resources

Student Organization Event Guidelines



*Edible Garden Club*

# **Raised Garden Bed Workshop**

Come learn how to make  
gardens for your summer  
planting!

May 25th at 11:00AM



## Cost Estimates (including images of items)

Raised Garden Bed Workshop Event

Hosted by: Edible Garden Club

Item	Vendor	Quantity	Cost Per Unit	Total Price
<a href="#">1-lb #9 x 2.5-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws</a>	Lowes	2	\$9.48	\$18.96
<a href="#">Planter Wall Blocks</a>	Lowes	16	\$2.98	\$47.68
<a href="#">Original 8-in-1 Metal Raised Garden Bed (in white)</a>	Epic Gardening	2	\$164.99	\$329.98
<a href="#">Pine 2x6x16 beams (for 4 8x4x12 beds)</a>	Lowes	20	\$34.88	\$697.60
<a href="#">Chicken Wire 50ftx4ft</a>	Lowes	1	\$45.02	\$45.02
<a href="#">E.B. Stone Organic Raised Bed Soil 1.5 cu ft</a>	Fig Earth Supply	36	\$9.99	\$359.64
			Subtotal:	\$1,498.88
			Taxes:	\$108.67
			<b>Total:</b>	<b>\$1,607.55</b>



# 1-lb #9 x 2.5-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws

Hardware / Fasteners / Screws / Deck Screws



\$9.48

★★★★★ 179

[View Q&A](#)

1-lb #9 x 2.5-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws

Item #323899 Model #L212STT1

- Lifetime guarantee against rust and corrosion
- Type 17 point reduces need to pre-drill
- For patio and deck construction

1 Qty

Add to Cart



# Planter Wall Blocks

Lawn & Garden / Pavers & Retaining Walls / Retaining Walls / Retaining Wall Block



\$9.04 / Sq. Ft. ⓘ

\$2.98 / Ea.

★★★★★ 68

[View Q&A](#)

**Oldcastle** Planter Wall 8-in L x 6-in H x 8-in D Concrete Retaining Wall Block

Item #1514085 Model #16202336

- Simply slide in 2 x 6 wooden boards into the side slats to create a wall or border - the boards can b...
- Can be stacked up to 2 feet high
- Easy assembly - rod bars may be used to fix blocks in the ground and deck screws can be used to...

1 Qty

Add to Cart

CHAT NOW

## Original 8-in-1 Metal Raised Garden Bed (in white)



Home > Original 8-in-1 Metal Raised Garden Bed



### Birdies Garden Products Original 8-in-1 Metal Raised Garden Bed

★★★★★ (65)

**\$164.99** ~~\$199.00~~

or 4 interest-free installments of \$41.25 by [afterpay](#)

Color

Beige

Quantity

1

Pre-order Now

Contact Us

## Pine 2x6x16 beams (for 4 8x4x12 beds)

E. San Jose Lowe's > Open until 10 PM



Lowe's Credit Cards Order Status Weekly

Shop Savings Services Ideas

What are you looking for today?



Building Supplies / Lumber & Composites / Framing Lumber / Dimensional Lumber



**\$34.88**

★★★★☆ 1

[View Q&A](#)

**\$33.14**

Save 5% on eligible purchases made with your Lowe's Advantage Card.

[Learn how](#)

2-in x 6-in x 16-ft Spruce Pine Fir Lumber (Common); 1.375-in x 5.25-in x 16-ft (Actual)

Item #211695 Model #211695

- Product is primed and ready to paint
- This product is commonly used for exterior applications

1 Qty

Add to Cart

CHAT NOW

# Chicken Wire 50ftx4ft

E. San Jose Lowe's > Open until 10 PM



Lowe's Credit Cards Order Status Week

Shop Savings Services Ideas

What are you looking for today?



Building Supplies / Fencing & Gates / Rolled Fencing



\$45.02



View Q&A

\$42.77

Save 5% on eligible purchases made with your Lowe's Advantage Card.

Learn how

**GARDEN CRAFT** 50-ft x 4-ft Steel Steel Chicken Wire Garden Poultry Netting Rolled Fencing

Item #492402 Model #164850S

- Constructed of durable welded steel wire
- Roll is 48in H x 50ft L
- Features a 1in classic hexagon shape openings

1  + Hurry, Low in Stock

Qty

Add to Cart

CHAT NOW

# E.B. Stone Organic Raised Bed Soil 1.5 cu ft

OFFICIALLY OPEN TO WALK-INS! NO APPOINTMENTS ARE NECESSARY.



PLANTS, TOOLS AND TEACHING

ONLINE SHOP

FRESH IN AT FIG

CLASSES

VIRTUAL CLASSES

PAST CLASSES

CALENDAR

LOCATION

OUR SERVICES

RENT OUR SPACE

ABOUT

COVID-19



## RAISED BED MIX - 1.5 CF

Store / SOIL & FERTILIZER / SOIL

\$9.99

In stock

Add to Bag

### Product Details

E.B. Stone Organics Raised Bed and Potting Mix is an ideal soil for any raised bed. It can be used as a stand alone soil or mixed with garden soil. Our Raised Bed and Potting Mix is designed with carefully selected, premium ingredients. Rich compost holds the nutrients plants need, Coir (Coconut fiber) hold moisture in the root zone, Naturally-aged forest fiber feeds soil microbes and provides organic matter, Volcanic pumice drains away excess water, Beneficial microbes enhance plant's root zone. Ingredients: Regionally Sourced Bark, Coir, Compost, Pumice, Earthworm Castings, Aged Chicken Manure and Mycorrhizae.

Save this product for later

Favorite