

## FUNDING REQUEST FORM

2021-2022

## PART 1 - NOTICE &amp; 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 &amp; ORGANIZATION

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

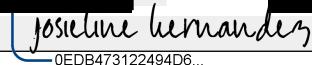
ZIP:

PHONE:

d by:

EMAIL:

SIGNATURE:



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CLUB/ORG: Latin American Studies Society

EVENT TITLE: Art Day-Featuring Muralist

DATE(S) OF EVENT: March 24th

SEMESTER: FALL

EVENT LOCATION: USU PALZA

TOTAL ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We will be hosting a resident artist who will be painting a mural on campus, and us as LASS would like to host crafts and a public speaker alongside him.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The program will enhance students by having an interactive experience with an international artist who will talk about the migration experience.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Mural Project Materials	450.00			
	Transportation from San Fran to LA	250.00			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

700.00

TOTAL REQUESTED FROM ASI

700.00

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

## OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY  
STUDENT UNION

#### Event Registration

### Art Day -Featuring Muralist Talavera-Ballon

Submitted By: [REDACTED] on 3/1/2022 11:06:16 PM

[APPROVED]

#### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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?

Latin American Studies Society

#### Event Name

Art Day -Featuring Muralist Talavera-Ballon

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

#### About the event

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

We as LASS would like to help host activities such as arts and crafts, and bring a guest speaker to take place on March 24th around activity hour from 12pm to 2pm.

This would take place alongside , IThe Latin American Studies Program that has taken the lead to sponsor a community-building and educational activity around the topic of IDiaspora/Migrant ExperiencesI. The project will bring Peruvian Muralist and Artist Claudio Talavera Ballon, as Iartist in residenceI to campus and host him a week on March 22-26, to perform a piece of **Mural Public Art** live on campus (See the artist's website at <http://www.talavera-ballon.com>) I.

The topic proposed is a highly visible and priority topic for our program and our campus, revolving around celebrating our identities grounded on the diversity of **Diaspora/Migrant stories/ histories and experiences** in our midst.

We invite faculty and their classes as well as student groups who work and/or advocate on related topics to join our project and design assignments and activities around this set of topics.

If we could rent the USU plaza to have a large area for the speaker on stage, and a couple of tables and chairs for the arts and crafts that would be very appreciated.

## Time & Location

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

### Start Date/Time

03/24/2022 - 12:00 PM

### End Date/Time

03/24/2022 - 2:00 PM

### What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

### Do participants need to RSVP?

No

### On Campus Locations

University-Student Union Plaza/Walkway

### Where will your in-person event/meeting take place?

On-Campus

### Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

USU Plaza

## 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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

### Organization Advisor Name

Please provide the name of the student organization advisor.

[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

@lass.csula

### Marketing Media Upload\*

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

[131bd792-5e6a-41ca-b1f1-3e3b6c52ff26.png](#)

### Who is invited to this event?

Student organization members

Cal State LA Community

General Public

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

### Cover Image

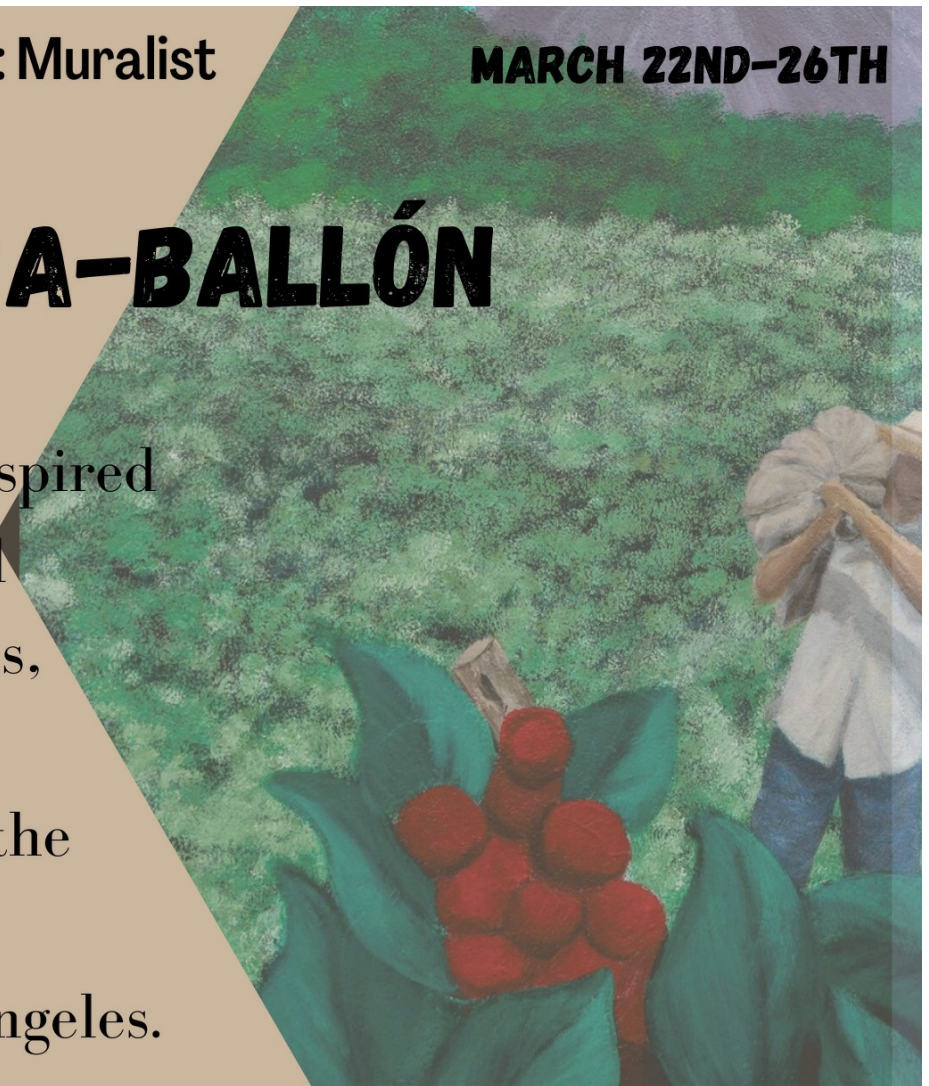
Please select an image that corresponds to your event.

Live Art Featuring: Muralist

**MARCH 22ND-26TH**

# TALavera-BALLÓN

The Mural Is inspired  
by international  
Migration stories,  
alongside the  
perspectives of the  
student body at  
Cal State Los Angeles.



**MARCH 24TH, 2022**

Join us at the USU Plaza for activitie hours.

- Free Arts and Crafts
- Guest Speaker
- Live Art/Music/Network

Brought to you by:

Latin American studies society/  
Student Union

Latin American Studies/ Sociology/  
Anthropology Department

Dreamer Resource Center /  
Cross -Cultural center

**MARCH 22, 2022**

Art Workshop by Artist  
Talavera-Ballón

Class room :  
Time:

Event Details

Event Category

Please select any of the categories above that best describes your event. Note, for Fall 2021 organization meetings and tabling must also be registered.

## Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

## Will the event have security?

No

## 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

### Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

**Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits**

associated with that status.

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 "Jasiehn", written on a white background within a signature pad field.

## Event Guidelines & Resources

### Student Organization Event Guidelines

#### 2021-2022 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 2021-2022 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- 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 (virtual only)

While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, 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
- Student Organization In-Person Travel, including but not limited to organization members traveling internationally or domestically for:
  - Professional or Organizational meetings and conferences
  - Retreats
  - Competitions

These event restrictions will be revisited prior to the end of fall semester and will be adjusted as needed based on updated University, state, city, and county regulations.



**From: Claudio Talavera Ballon**  
**3712 25<sup>th</sup> Street**  
**San Francisco, CA 94110**  
**Talavera-Ballon Studio**  
<http://www.talavera-ballon.com/>  
[talaveraballon@gmail.com](mailto:talaveraballon@gmail.com)  
Cell: (415) 374 5118  
(415) 374 4999

To: California State University Los Angeles  
USU- Latin American Studies Student association

Date: March 10, 2022

Mural Project Materials \_\_\_\_\_ \$ 450.00

Transportation (gas ) San Francisco- Los Angeles

(return) \_\_\_\_\_ \$ 250.00

**TOTAL \_\_\_\_\_ \$700.00**





**MARCH 24TH**  
**THURSDAY**



123 Anywhere St., Any City

## **LIVE ART FEATURING: PERUVIAN MURALIST** **CLAUDIO TALAVERA-BALLÓN**

**MURAL WILL BE PAINTED IN FRONT OF THE LIBRARY**

**THE MURAL IS INSPIRED BY MIGRANT STORIES, ALONGSIDE THE PERSPECTIVES OF  
THE STUDENT BODY OF CAL STATE LOS ANGELES**

JOIN US FOR FREE ARTS &  
CRAFTS ALONGSIDE LIVE  
MUSIC and LIVE ART

Time: 12:00pm-2:00pm

Location: In front of the USU  
Plaza

WORKSHOP BY:  
Claudio Talavera-Ballón

Location: Classroom KH B3009

Time: 6:00pm-7:00pm

<http://www.talavera-ballon.com/>