

FUNDING REQUEST FORM

2021-2022

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:

Crystal Rodriguez

FEE394EEF2F542C...

CLUB/ORG: Child Development Association

EVENT TITLE: End of the Year Event

DATE(S) OF EVENT: May 10, 2022

SEMESTER: SPRING ☒

EVENT LOCATION: GE Ballroom

TOTAL ATTENDANCE: 300 guests

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 200+

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This end-of-the-year event honors all CHDV majors, CDA members, and officers. Each person will be recognized for their work year long.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will enhance the CSULA experience by providing a more intimate celebration for CHDV majors and allowing them to meet their CHDV chair and faculty, staff, and fellow peers.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
				Starbucks Gift Cards (10) x \$25.00	\$250.00
				Class of 2022 Pins	\$49.77
				Gifts for Speakers	\$224.06
				Awards Target Gift Cards (5) x \$15.00	\$75.00
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				End of the Year Photobooth	\$645.00
				End of the Year Decorations	\$150.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

4,000.00

TOTAL REQUESTED FROM ASI

1,393.83

AMOUNT FROM OTHER SOURCES

2,606.17

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

The Child Development Asosociaition funds as well as the Child and Family Studies funds.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

End of the Year Event

[APPROVED]

3/30/2022 1:59:51 PM

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?

Child Development Association

Event Name

End of the Year Event

Estimated Attendance

Please describe the estimated attendance of participants for this event.

300

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the Use of Facilities Committee for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

The end of the year event is meant for all Child and Family Studies, seniors who will be graduating as well as the Child Development Association active members. All participants will be given a certificate, honoring their hard work throughout their journey at Cal State LA. In addition, the child development association will distribute stoles, medals, and certificate for active members and officers to honor their dedication to the Child Development Association. This event will also include student speakers, who will give a five minute speech to all the guests present. Overall, it is meant to honor Child Development students.

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

05/10/2022 - 3:00 PM

End Date/Time

05/10/2022 - 5:00 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?

Yes

How can participants RSVP for this event?

By email
By invitation only

On Campus Locations

Other (describe in address/location field)

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.

In person location will be in the University Ballroom

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?

Email

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

LECTURE/SPEAKER

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, for Fall 2021 organization meetings and tabling must also be registered.
Dance

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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

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.

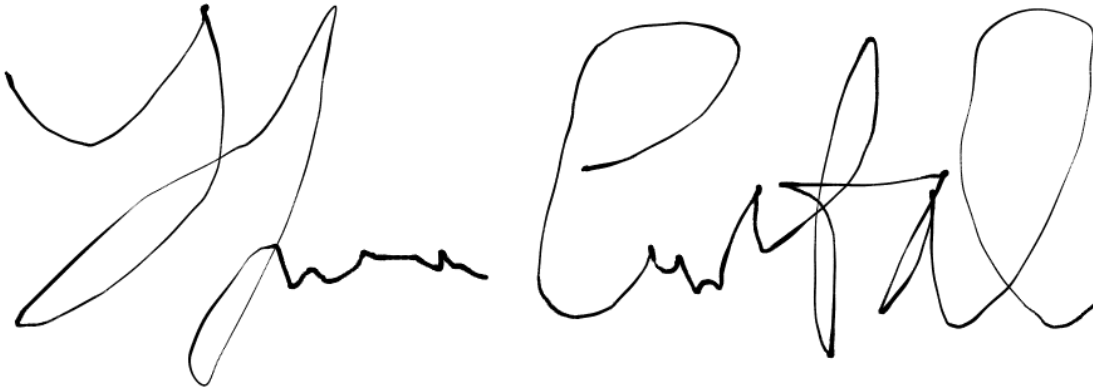
Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

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 "J. P. [unclear]", written on a signature pad.

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.

Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2021-2022 Academic Year to be reviewed for Fall 2022. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).



\$60 instant gift card

Crystal, get \$60 off instantly upon approval for the Prime Store Card.

Current subtotal: \$250.00

Gift Card savings: - \$60.00

Cost after savings: \$190.00

Learn more

Subtotal (10 items): \$250.00

☐ This order contains a gift

Proceed to checkout

Shopping Cart

Deselect all items

	Price
<div><div><div><div>25</div><div></div></div></div><div><div><div><input checked="" type="checkbox"/></div><div>Starbucks Gift Card \$25 - Packaging may vary</div><div>In Stock</div><div><div>prime</div></div><div><input type="checkbox"/> This is a gift Learn more</div><div><div>10</div><div>Delete</div><div>Save for later</div><div>Compare with similar items</div></div></div></div></div>	\$25.00

Subtotal (10 items): \$250.00

Based on your reading



Health Equity: A...
Psy.D. Smalley
★★★★★ 8
Kindle Edition
\$52.86

See all buying options



Development of...
> Jean Berko Gleason
★★★★☆ 117
Kindle Edition
\$74.99

See all buying options



Theories of...
William Crain
★★★★★



INVOICE

Date: 4/12/2022

Invoice #: 2-3-051022-A

Pixster Photobooth LLC
2665 Ariane Drive Unit 208
San Diego, CA 92117
Phone 888-668-5524
sales@pixsterphotobooth.com

TO [REDACTED]

Salesperson	Job	Payment Terms	Due Date
Trevor	California State University, Los Angeles End of the Year Event 5/10/22	Paying via CC or Check: 50% deposit due on receipt, remaining 50% due 30 days prior to event	4/12/22

Qty	Description	Unit Price
1	<ul style="list-style-type: none">3 Hour Session with an Open Air Photo BoothOn-Site AttendantUnlimited PicturesDuplicate Prints (2x6)Text/logo on Photo PrintsParty Props (40+)White BackdropDigital Sharing StationThumb Drive of PicturesOnline Gallery of PicturesDelivery, Set-Up, and Take Down	745
Subtotal		\$745.00
Discount		100
Total		\$645.00

Please Note: Your date has NOT been reserved until completion of the online rental agreement and event information form.

*Thank you for your
business!*

rojascreationss

Jessica Rodriguez
3412 winter st
Los Angeles, California, 90063
usa

INVOICE

Bill To

Invoice

Invoice Date April 21, 2022

Due Date May 10, 2022

Item Description	Qty	Rate	Amount
Balloon Garland and Backdrop	1	285	285.00
Subtotal			285.00
Sales Tax (0.0%)			00.00
Total			\$285.00

Notes

It was great doing business with you.

Terms & Conditions

Please make the payment by the due date.



\$150 instant gift card

Crystal, thank you for being a Prime member

Get a [\\$150 Amazon Gift Card instantly](#) upon approval for the Amazon Prime Rewards Visa Card

Current Total: \$49.77
Savings: - \$150.00
Cost After Savings: \$0.00
Savings Remaining: \$100.23

[Learn more](#)

Shopping Cart

[Deselect all items](#)



60 Pieces Graduation Button Pins Graduation Party Supplies 2022 Class of 2022 Graduation Pins
Congrats Badges Graduate Button Lapel Pin for Party Favor, Decorations

In Stock

 & FREE Returns

☐ This is a gift [Learn more](#)

Qty: 3

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

Price

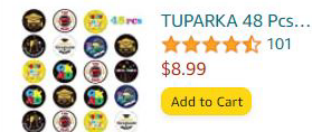
\$16.59

Subtotal (3 items): \$49.77

☐ This order contains a gift

[Proceed to checkout](#)

You might also like



[Add to Cart](#)

Subtotal (3 items): \$49.77

[Categories](#)[Deals](#)[What's New](#)[Pickup & Delivery](#)[Sign in](#)

Cart

\$100.00 subtotal • 5 items



Email delivery

5 items



Grad Cap GiftCard \$20

Qty 5

Save for later

Email delivery

[Send today or schedule for later](#)

\$100.00
each \$20.00



Your views

Order summary

Order includes a gift

[Add promo code](#)

Subtotal (5 items) \$100.00

Delivery Free

Estimated tax \$0.00

Delivery & tax for 90023

Total \$100.00



Pay as low as \$10/mo.

Select Affirm as payment method



THE CHILD DEVELOPMENT ASSOCIATION
AND THE DEPARTMENT OF CHILD AND
FAMILY STUDIES INVITES YOU TO

END OF YEAR CELEBRATION

CELEBRATE THE GRADUATING CLASS OF 2022 AND
STUDENT LEADERSHIP

MAY
TUESDAY **10** AT 3 PM
2022

GE BALLROOM
CAL STATE LA

Please RSVP by April 21st
by clicking on the registration button below