

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: [REDACTED] CLUB/ORG: Healthcare Leadership Association
 OFFICER TITLE: [REDACTED] EVENT TITLE: HLA Graduation Banquet
 ADDRESS: [REDACTED] DATE(S) OF EVENT: May 20, 2022 SEMESTER: SPRING
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED] EVENT LOCATION: San Gabriel Room
 PHONE: [REDACTED] EMAIL: [REDACTED] TOTAL ATTENDANCE: 60
 SIGNATURE: *Mayra Carrillo* EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

999AE5F7543441D...

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event is a 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?

Since the pandemic, HLA has provided virtual events to engage students on campus. This in person banquet will honor the achievements and the success of graduating students and will be open to all CSULA students.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
				Sashes for HLA Officers	\$533.25
				Certificates for Guest Speakers	\$16.41
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	Merchandise - HLA Banner	\$58.05		Decorations for Event	\$111.55
				Water Bottles (2 packs)	\$6.57
				Bubble Mailers	\$17.51

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$743.34
 TOTAL REQUESTED FROM ASI \$743.34
 AMOUNT FROM OTHER SOURCES \$0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

None

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

HLA Graduation Banquet

[APPROVED]

5:48:28 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?

Healthcare Leadership Association

Event Name

HLA Graduation Banquet

Estimated Attendance

Please describe the estimated attendance of participants for this event.

60

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.

Healthcare Leadership Association is planning its annual HLA Graduation Banquet to honor those graduating for Academic Year 2021-2022. This event will include Faculty, Students, and Alumni in addition to handing out of awards to Faculty and Students, a

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

05/20/2022 - 7:00 PM

End Date/Time

05/20/2022 - 8:00 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?

Online

RSVP Link

Requires [http://](#) or [https://](#)

<https://www.eventbrite.com/e/hla-graduation-banquet-tickets-315030333207>

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

On-Campus

On Campus Locations

University-Student Union Building

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.

San Gabriel

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?

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

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



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](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and

HLA Funding Request Breakdown of Expenses - In Person Banquet					
Item	Quantity	Price/Unit	Subtotal	+ Tax (9.50%)	Total
Sash (reimbursement for graduating officers only)	9	\$79.00	\$711.00	\$67.55	\$778.55
Balloons			\$101.97	\$9.69	\$111.66
Certificate Paper	1 pack	\$14.99	\$14.99	\$1.42	\$16.41
Bubble Mailers	1 pack	\$15.99	\$15.99	\$1.52	\$17.51
Water bottles	2 packs	\$3.00	\$6.00	\$0.57	\$6.57
Merchandise - HLA Banner	1	\$53.01	\$53.01	\$5.04	\$58.05
	Total		\$988.74		

HLA Funding Request Breakdown of Expenses

CAL STATE LA

YOU HAVE 0 day LEFT TO SUBMIT YOUR ORDER

STYLECOLORS03FINALIZE

STEP 3 CUSTOMIZE

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

CHOOSE YEAR

20222022

text | CLASS OF 2022

seal | Cal State LA

logo | Cal State LA

logo | ASI CSULA logo

logo | HLA

PRICE \$79.00

NECK (BACK)

SHOULDER

CHEST

SASH CENTER

TIP

VIEW

ZOOMBACK

ADD ITEMS

TEXT

GREEK LETTERS

GREEK CREST

FLAG

LOGO/SEAL

SYMBOL

DESIGN


UPLOAD

Watch a Video Tutorial (2 mins)

BACKNEXT

Shopping Cart

[Deselect all items](#)

- 

UCGOU Bubble Mailers 8.5x12 Inch Black 25 Pack Poly Padded Envelopes #2 Medium Mailing Opaque Packaging Postal Self Seal Waterproof Boutique S...

In Stock

prime& FREE Returns

This is a gift [Learn more](#)


Color: Black

Size: 8.5x12" 25PC

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#)

Price

\$15.99

[Save 5% now with Subscribe & Save](#)
- 

Gold Foiled Metallic Border Award Certificate Sheets, Printer Compatible (11 x 8.5 in, 50 Pack)

#1 Best Seller in Awards & Certificates

In Stock

prime& FREE Returns

This is a gift [Learn more](#)

Color: Ivory

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#)

Price

\$14.99

[Save more with Subscribe & Save](#)

UCGOU Kraft Bubble Mailers 8.5x12 Inch 25 Pack Yellow Padded Env... was removed from Shopping Cart.


Subtotal (2 items): **\$30.98**

Subtotal (2 items): **\$30.98**

☐ This order contains a gift

[Proceed to checkout](#)


Sponsored Products related to items in your cart

- 

GraduationMall

★★★★★ 512


\$11.99

[See all buying options](#)
- 

GPI - 6 x 9, 2.5 Mil

★★★★★ 7


\$43.99

[See all buying options](#)
- 

Yens Small SELF Seal

★★★★★ 399

\$43.99

[See all buying options](#)
- 

#0 Bubble Mailers


★★★★★ 14



Get a **\$50 Amazon Gift Card instantly** upon approval for the **Amazon Rewards Visa Card**

Current Total: \$105.92
Savings: - \$50.00
Cost After Savings: **\$55.92** [Apply now](#)

Shopping Cart

- 

Big, Gold 2022 Balloons Graduation Set - 40 Inch Graduation Decorations 2022 | Class of 2022 Balloons, Black and Gold Graduation Party Decorations 2022


In Stock

Eligible for FREE Shipping & FREE Returns

This is a gift [Learn more](#)

Qty: 1 [Delete](#) [Save for later](#) [Compare with similar items](#)

Price

\$13.97
- JINMING 10 Gift Boxes 8x8x4 Inches Gift Boxes with Lids, Matte B... was removed from Shopping Cart.
- Subtotal (1 item): **\$13.97**
- Add \$11.02 of eligible items to your order to qualify for FREE Shipping. [See details](#)
- Subtotal (1 item): **\$13.97**
- ☐ This order contains a gift
- [Proceed to checkout](#)
- #### Sponsored Products related to items in your cart
- 

GOER 42 Inch 2022

★★★★★ 1,928

\$12.99

[See all buying options](#)

ⓘ Heads up! You have multiple pickup or delivery methods selected.



Order Pickup

4 items at Chino Spectrum Towne Center



Shipping

2 items for shipping

Order Pickup

4 items at Chino Spectrum Towne Center



Congrats Grad Star Cluster Balloon Bouquet, 5pc, with Glitter Class of 2022 Sign
SKU: 949393

☒ **In-Store or Curbside Pickup**
Get it in 2 hours
Store: Chino Spectrum Towne Center [Edit Store](#)

☐ **Same Day or Scheduled Delivery**
Get it today

☒ **Ship to Address**
Out of stock

- 4 +

\$22.00/each
Price includes inflation
\$88.00

[Remove](#) | [Save For Later](#)

Shipping

2 items for shipping



Black & White Grad 2022 Bottle Labels, 24ct
SKU: 935548

☒ **In-Store or Curbside Pickup**
Out of stock
Store: Chino Spectrum Towne Center [Edit Store](#)

☒ **Same Day or Scheduled Delivery**
Out of stock

☐ **Ship to Address**
Get it by Fri, Apr 15 with free standard shipping on orders over \$59.
Ship to: 91766 [Edit Zip Code](#)

- 2 +

\$3.00/each
\$6.00

[Remove](#) | [Save For Later](#)

Have a Promo Code?

Only one promo code may be used per order.

Enter Code

Apply

Order Summary:

Order Subtotal: \$94.00

Order Discount: - \$5.00

Estimated Tax: \$0.00

Estimated Shipping: \$7.99

Total: \$96.99

[Checkout](#)





CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

[Click to Order Online](#) quote valid for 30 days

BILL TO

Cal State LA Reprographics
5151 State University Dr
Los Angeles, CA 90032-4226

CONTACT

EMAIL

PHONE

FAX

QUOTE ID	1214.1
QUOTE DATE	April 06, 2022
CUSTOMER	Walk Up Customers
ACCOUNT	
CUSTOMER PO	
TURNAROUND	
SALESPERSON	
ESTIMATOR	Danny Molina

Project: HLA Banner

01	DESCRIPTION 4/0 Banner Prints-All Sizes 30.000 x 80.000 inches Banner-Poster-Vinyl Printing (Banner Heavy Duty Vinyl 15oz)	Quantity	1
	by Quantity		
		SUB TOTAL	\$53.01

TOTAL QUOTE	\$53.01	\$0.00	\$0.00
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ACCEPTED BY _____

DATE _____

Above prices do not include postage, shipping fees or sales tax. Prices based upon receipt of "press ready" artwork. Graphic design and artwork correction services available at \$65.00 per hour. Rush turnarounds subject to approval and availability. All quotations are valid for 30 days.



HEALTHCARE LEADERSHIP ASSOCIATION

Graduation Banquet

FRIDAY, MAY 20TH 2022 • 7-8PM
U-SU SAN GABRIEL ROOM

