

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:

DocuSign EMAIL:

SIGNATURE:

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CLUB/ORG: Physics & Astronomy Club

EVENT TITLE: Lunar Eclipse Watch Party

DATE(S) OF EVENT: May 15

SEMESTER: SPRING

EVENT LOCATION: On Campus (Walkway)

TOTAL ATTENDANCE: 15

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We would love to have a set of club binoculars and a telescope. We would kick off getting these by having viewing the lunar eclipse on the campus walkway.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

We want to be able to introduce people to the wonder of Physics and Astronomy here at CSULA! If we have our own club scopes, it would be that much easier to host the lunar eclipse viewing as well as events in the future.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Telescope with/ Smart Phone Mount	199.94
				2 Pack Tripods	44.49
				Night Binoculars & Mount	111.44
				Lg Night Binoculars & Mount	159.99

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

515.86

TOTAL REQUESTED FROM ASI

515.86

AMOUNT FROM OTHER SOURCES

N/A

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

For the event itself, we will be using club funds. We are only asking for funds for the telescopes / binoculars.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

Lunar Eclipse Watch Party

[APPROVED]

- Version 2

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?

Physics and Astronomy Club

Event Name

Lunar Eclipse Watch Party

Estimated Attendance

Please describe the estimated attendance of participants for this event.

15

About the event

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

This year brings us the rare opportunity to see a TOTAL solar eclipse! The Physics & Astronomy Club are inviting our members and the community to come together to witness this rare phenomena.

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

05/15/2022 - 8:00 PM

End Date/Time

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

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

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.

On campus walkway in front of BIOS building

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.



Organization Advisor Name

Please provide the name of the student organization advisor.



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?

General Public

Will off-campus media be notified about this event?

No

Tags

- COMMUNITY BUILDING AND CELEBRATION
- EDUCATIONAL
- SOCIAL

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.

Social Program

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 Guidellines

Get a \$10 credit

when you purchase \$50 or more in Amazon Gift Cards (Restrictions apply).

Get started







Exclusive Gift Card Offer

Shopping Cart

[Deselect all items](#)





Price

- ☒
- 
- Orion 51464 20x80 Astronomy Binoculars (Black)**
\$159.99
In Stock
Shipped from: [Orion Telescopes & Binoculars](#)
Gift options not available. [Learn more](#)
Qty: 1 ▾ | [Delete](#) | [Save for later](#) | [Compare with similar items](#)
- ☒
- 
- Celestron SkyMaster Giant 15x70 Binoculars with Tripod Adapter**
\$121.90
In Stock
This bundle contains 2 items(these items may ship separately)
Celestron 81035 Basic Smartphone Adapter 1.25" Capture Your Discoveries, Black
Celestron SkyMaster 15x70mm Porro Prism Binoculars, Black, 71009
✓prime
☐ This is a gift [Learn more](#)
Style: SkyMaster 15x70 Binocular
Configuration: w/ basic smartphone adapter
Qty: 1 | [Delete](#) | [Save for later](#) | [Compare with similar items](#)
- ☒
- 
- Amazon Basics Lightweight, Portable, Adjustable Camera**
\$46.11
Only 15 left in stock (more on the way).
✓prime & FREE Returns ▾
☐ This is a gift [Learn more](#)
Style: 2-Pack
Qty: 1 ▾ | [Delete](#) | [Save for later](#) | [Compare with similar items](#)
- ☒
- 
- Celestron - PowerSeeker 127EQ Telescope - Manual German**
\$199.00
In Stock
✓prime & FREE Returns ▾
☐ This is a gift [Learn more](#)
Size: 127EQ Newtonian
Qty: 1 ▾ | [Delete](#) | [Save for later](#) | [Compare with similar items](#)

Save \$15.00

[Clip Coupon](#)**Subtotal (5 items): \$527.00**☐ This order contains a gift[Proceed to checkout](#)

Sponsored Products related to items in your cart

- **Celestron - Ultima...**
★★★★☆ 1,093
\$209.95
[See all buying options](#)
- **Celestron - Outland...**
★★★★☆ 3,445
\$97.54
[See all buying options](#)
- **Maven C3 ED...**
★★★★☆ 138
\$475.00
[See all buying options](#)
- **Maven C1 42mm ED...**
★★★★☆ 381
\$400.00
[See all buying options](#)

Subtotal (5 items): \$527.00

LUNAR ECLIPSE WATCH PARTY

Take a break from finals and
join the Physics & Astronomy
Club in witnessing this
awesome phenomena!

Questions?:
csula.pac@gmail.com

MAY 15TH
8-9 PM

OUTSIDE THE
BIOS BUILDING



ASSOCIATED STUDENTS, INC.

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