

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED]
 PHONE: [REDACTED] AIL: [REDACTED]
 SIGNATURE: [REDACTED]

CLUB/ORG:
 EVENT TITLE:
 DATE(S) OF EVENT: SEMESTER:
 EVENT LOCATION:
 TOTAL ATTENDANCE:
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

PART 3 - EVENT DESCRIPTION

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

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS		
MARKETING			OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT
 TOTAL REQUESTED FROM ASI
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:





Event Registration

May Mega Event

[APPROVED]

u on 3/24/2022 2:53:37 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?

Cal State LA Real Estate Club

Event Name

May Mega Event

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.

All guest will be registered at the door. This is a real estate froud event and real estate event for education purposes. Students , and professors will be invited. Free of charge. May 7th 2pm-4pm

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

05/07/2022 - 2:00 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

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.

MUS 149/Choral Room

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?

Social Media

Social Media Site

Instagram

Social Media Handle

Instagram

Marketing Media Upload*

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

[db9e73e3-01cc-4588-97e8-96b70c9b4f2c.jpeg](#)

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.



**CAL STATE LA
REAL ESTATE
CLUB**

**MAY 7
EVENT**

COME JOIN US

ON CAMPUS

**REGISTER AT THE
DOOR**

Address
**CAL STATE UNIVERSITY LA
MUSIC CHOIR**

" The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State

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.
Educational Workshop/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>

No

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 be 'L. Smith', 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.

Category	Item	Quantity	Price Per Each	Extended Cost	ASI Funding Cost Per Guidelines For Approval
Honorary	Lad Yards For Students ID Also Include ASI Logo	80	\$6.50	\$520	\$520
Marketing	T-Shirt 25 S, 25 M, 25 L, 25 XL Also Include ASI Logo	50	\$14.00	\$785	\$785
Other	Table Runner Also Include ASI Logo	1	\$78	\$78	\$78
Other	Decorative Banner Include ASI Logo	1	\$100.00	\$100	\$100
Marketing	2"X8.5" Water Bottle Stickers or Note Pad Stickers Also Include ASI Logo	1000	\$0.25	\$245	\$200
Flyers	8.5"X11" Color Also Include ASI Logo	1000	\$0.30	\$298	\$200
Other	The cost to rent the classroom at the University	1	\$580	\$580	\$580
Total				\$2,606	\$2,463

CalState LA - College of Arts & Letters
 5151 State University Dr.
 A&L Productions - TA 204 - Elizabeth Pietrzak
 Los Angeles CA 90032
 323-343-4133 / 323-343-5565

Confirmation

Group	Reservation:	3473
Monique Moore	Event Name:	Real Estate Club Mega Event
California State University Real Estate Club	Status:	Quote
1719 1/4 West 48th Street	Phone:	323-829-3095
Los Angeles, CA 90062	Event Type:	Meeting

Bookings / Details	Quantity	Price	Amount
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Thank you for your reservation. This is NOT an official invoice. This document is to CONFIRM your RESERVATION terms only. You will be receiving an official invoice from Business Financial Services after we receive this signed document from you.

Saturday, May 7, 2022

2:00 PM - 4:00 PM Real Estate Club Mega Event (Quote) MUS 149 (Choir Rm)

Reserved: 12:00 PM - 5:00 PM

Special Event Setup

Classroom Equipment:

MUS 149 - A/V Equipment	1	\$100.00	\$100.00
Less 100% Discount			-\$100.00
<i>Use of A/V equipment and projector, per day</i>			

Labor, Event Support:

12:00 PM - 5:00 PM Personnel

MUS 149/Choral Room - Lecture with microphones(5 hours @ \$79.00/hr)	1	\$395.00	\$395.00
<i>MUS 149/Choral Rehearsal Room - Class or Guest Lecture or Meeting with one or more microphones - labor for event support</i>			

CC - Covid Compliance Manager(5 hours @ \$27.00/hr)	1	\$135.00	\$135.00
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Furniture:

Chair, black Wenger 1000 series	6		
Table, 6' plastic folding	3		

Audio:

Microphone, Shure SM58	1		
Microphone stand, boom	1		

2:00 PM - 4:00 PM Real Estate Club Mega Event (Quote) MCY Music Courtyard

Reserved: 12:00 PM - 5:00 PM

Special Event Setup

Subtotal	\$530.00
Administrative Fee - \$50 min (7.5%)	\$50.00
Grand Total	\$580.00

Please review this document, sign and date to confirm your reservation. By signing this reservation you are agreeing to the charges estimated here and terms of usage (please see additional note below) of this event. The event will be confirmed after A&L Productions receives this signed document, per A&L Productions booking guidelines. Please submit this approving document to A&L Productions at least two weeks prior to the start of your rental.

Bookings / Details

Quantity

Price

Amount

Approving signature: _____ Date: _____

Chargeback account: _____ - _____ - _____ - _____

Once you have signed please send or fax the document to:
A&L Productions, TA 110
5151 State University Dr.
Los Angeles, CA 90032
FAX 323-343-5565

TERMS: Additional requests on the day(s) of the event will incur a minimum charge of \$500. Final payment is due 10 days after Business Financial Services sends you an invoice.

No food or drinks (except bottled water in a sealed container) are allowed in the performing arts venues, stages, auditoriums, and music and dance rehearsal studios.

Nex Label Quote

Hi Veronica,

Table Runner - 24" X 84" 9oz Premium Polyester \$78.00 X quantity 1 = \$78.00

Club Logo & Also Include ASI Logo

Lanyards For \$ 6.50 / each X quantity 80 = \$520

Club Logo & Also Include ASI Logo

T-Shirt \$ 14.00/ per pcs X quantity 56 = \$785

Club Logo & Also Include ASI Logo

Decorative Banner \$ 3.50 / per SQFT X 1 = \$100

Club Logo & Also Include ASI Logo

2" X 8.5" Water Bottle Stickers \$ 0.25/ each X 1000 = \$ 245.00

Club Logo & Also Include ASI Logo

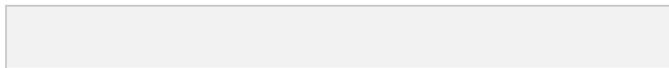
Flyers 8.5" X 11" Color \$0.30 X 1000 = \$ 298.00

Club Logo & Also Include ASI Logo

Total \$1941

Thank you,

Jimmy Ponce



jp@nexlabel.net

www.nexlabel.net

Mobile: 951.790.9100



Main: 626.330.2006

Fax: 626.330.2009

15628 Cypress St. Building# D. Irwindale, Ca 91706

<https://898.tv/nextlabelsupport>

PLEASE NOTE: Effective March 2020 Next Label will hold shipments on accounts with Open Past Due Invoice's over 30 days.

Please note we are a sweatshop free company



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



CAL STATE LA

Real Estate Club

Mega May Event



Saturday May 7 At 2:30PM - 3:30PM
Cal State LA University MUS 149 Choir Room

The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State University, Los Angeles."

