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 PA

▼ EVENT FLYER WITH ASI LOGO

EQUIRED SUPPORTING MATERIAL ASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

PHONE:

Signed NWAIL:

SIGNATURE:

B1ED0868CA6A413...

CLUB/ORG: Student Nurses Association

EVENT TITLE: Recognition Day

DATE(S) OF EVENT: May 12 SEMESTER: SPRING ♥

EVENT LOCATION: Golden Eagle Ballroom

TOTAL ATTENDANCE: 49

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 47

PART 3 - EVENT DESCRIPTION

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

Recognition day is to celebrate the hard work and dedication from those in SNA who will be graduating this semester.

It gives the students a sense of accomplishment and the staff the ability to say and get thanks for all of their hard work. This gets other non-graduating students involved and will make them excited to graduate and be a part of CSULA.

PART 4 - COST BREAKDOWN

		DESCRIPTION:	AMOUNT:		DESCRIPTION:
				=	Certificate Pape
	呈			N O R A	Honor Society N
	SPI			HA /	Faculty NSNA C
	TALI				Officer NSNA G
<u></u>				TRAG	Student NSNA (
		DESCRIPTION:	AMOUNT:	2	DESCRIPTION:

Student NSNA Grad Cord \$300
Officer NSNA Grad Cord \$100
Faculty NSNA Cord \$20
Honor Society NSNA Cord \$50
Certificate Paper \$22.50

DESCRIPTION: AMOUNT:	
	- 1
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Balloons to spell SNA \$36

Fujifilm Instax Film \$39

Backdrop stand \$50

Tulle w/lights backdrop \$16

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$694.50

TOTAL REQUESTED FROM ASI \$694.50

AMOUNT FROM OTHER SOURCES \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Money in ASI club account.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





Event Registration

SNA Recognition Day



1:43:28 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? Student Nurses Association

Event Name

SNA Recognition Day

Estimated Attendance

Please describe the estimated attendance of participants for this event. 49

About the event

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

During Recognition Day, we will provide a recap of the events that our members have participated in to demonstrate their growth in professional development, as well as how they grew as a leader in the nursing profession from a student nurse perspective through community outreach. Executive officers and members will be recognized for their achievements and active participation through the 2021-2022 academic year. We plan on celebrating by distributing graduation cords to active senior members, certificates and goodie bags to members, and capture our last final moment for the academic year through a makeshift photobooth with cameras and polaroids.

We intend on reserving a room in the University-Student Union from 4-8 PM on May 12. From 4-6 PM, the room will be used for set up and decoration, and 6-8 PM will be reserved for presentations and celebration. No refreshments or beverages will be provided or allowed during the event due to COVID-19.

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

05/12/2022 - 4:00 PM

End Date/Time

05/12/2022 - 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://forms.gle/2Jo3CBmHNwKeyhwF6

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.

University-Student Union (one of the available rooms on 3rd floor that require reservation)

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.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

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

Other

Social Media Site

Facebook

Instagram

Social Media Handle

Facebook: SNA Cal State LA; Instagram: @csulasna

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review. 01b249ca-44a1-4f39-8791-9d466c539983.png

What other methods of marketing will your organization use?

Cover Image

Please select an image that corresponds to your event.

COMMUNITY BUILDING AND CELEBRATION



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?

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

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 <u>can be held in virtual, in-person, or hybrid modes</u>. 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)

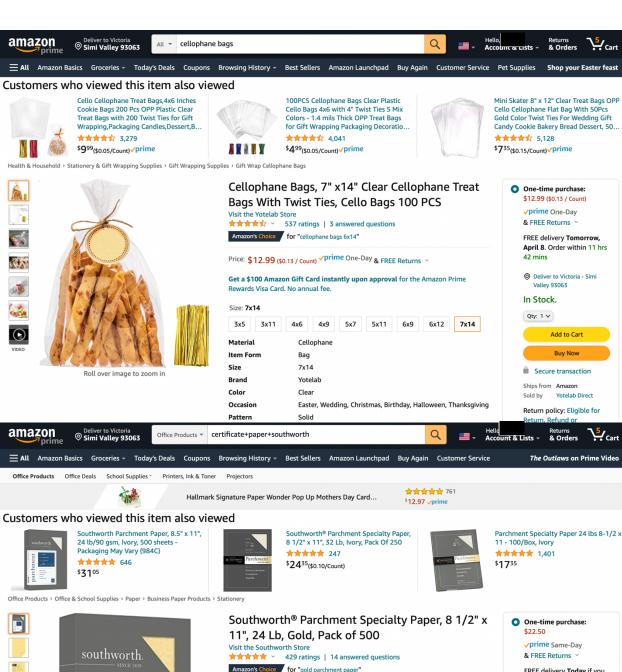
While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, the following in-person elements will not be approved for student organization events and as such should be excluded from your planning processes:

- 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.

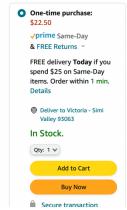
Honoraria/Contracts

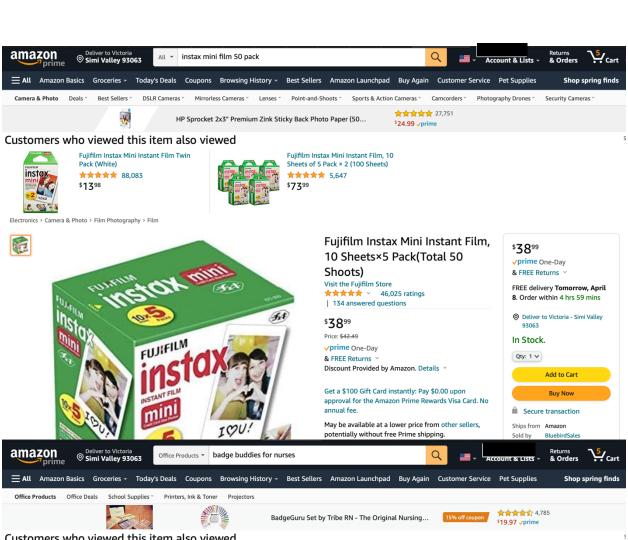
Description	Amount	
Kleenex		\$22
Nursing Badge Reference Cards		\$26
Cellophane Bags		\$13











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Nurse Nation 30 Horizontal Nursing Badge Reference Cards - Lab Values, EKG, Vitals, and More! (Bonus Cheat Sheets) Great Nurse Gifts - Nursing Student Ac ★★★★☆ 2,284

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\$1298 / prime



BadgeGuru 2.0 Nursing School Essentials Set by Tribe RN - 44 Nursing Badge Reference Cards - Comprehensive Clinical Nurse Badge Card Set Includes Bonus N... **★★★★** 1,064 \$29⁹⁷/prime

ool Supplies › Labels, Indexes & Stamps › Identification Badges & Supplies › Badge Holders



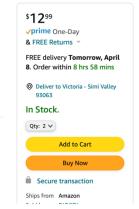
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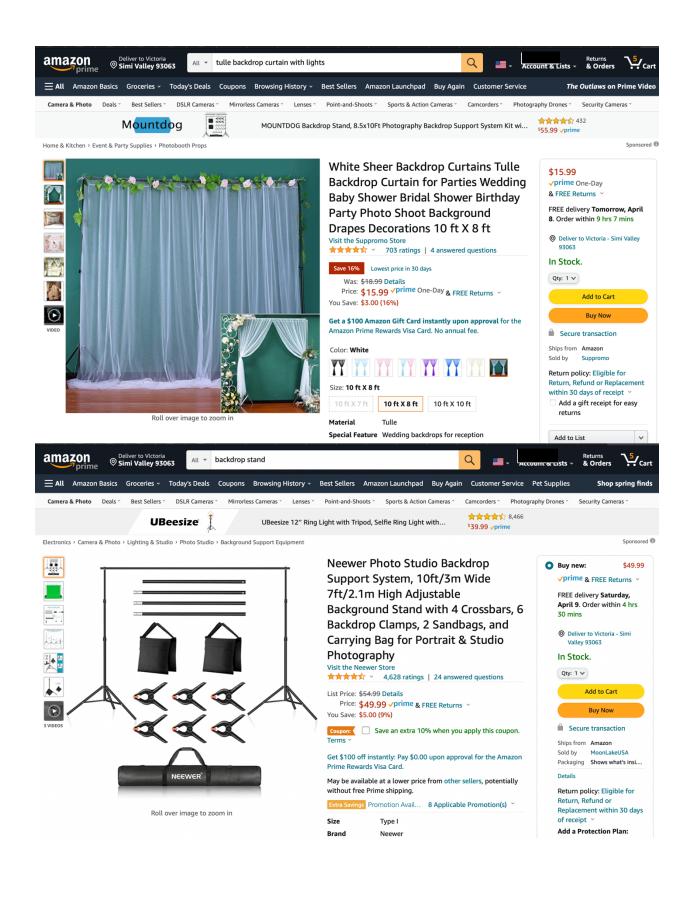
Nursing Badge Reference Cards - EKG, Vitals, Lab Values, Spanish Translation etc. RN Gifts for Nurses, Nursing School Student Essentials Supplies, Badge Buddy Nursing Cheat Sheets for ER CNA LVN IPN

Brand: YLOVAN **** 577 ratings | 7 answered questions Amazon's Choice for "nursing school essentials"

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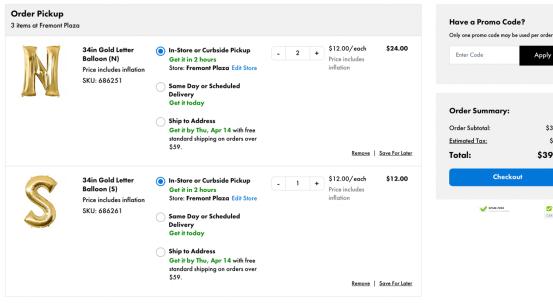
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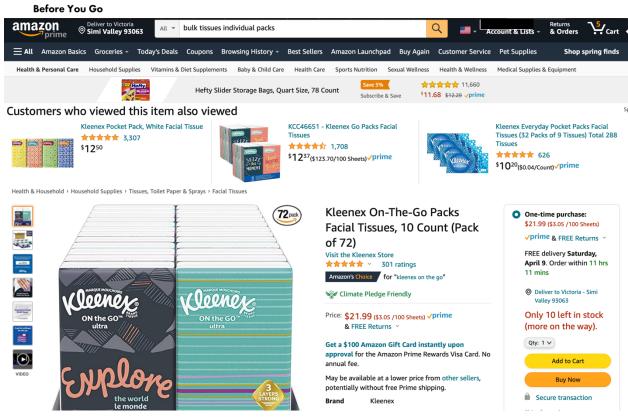
\$36.00

\$3.69

✓ TrustedSite

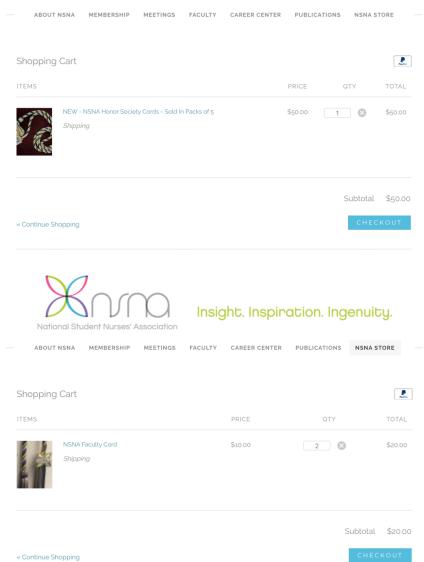
\$39.69







Insight. Inspiration. Ingenuity.





Insight. Inspiration. Ingenuity.

ABOUT NSNA MEMBERSHIP MEETINGS FACULTY CAREER CENTER PUBLICATIONS NSNA STORE -Shopping Cart ITEMS TOTAL NSNA Student Leader Cord (price reflects quantities of 5 cords) \$50.00 2 \$100.00 Shipping Subtotal \$100.00 « Continue Shopping Insight. Inspiration. Ingenuity. National Student Nurses' Association ABOUT NSNA MEMBERSHIP MEETINGS FACULTY CAREER CENTER PUBLICATIONS NSNA STORE -Shopping Cart ITEMS TOTAL QTY NSNA Graduation Cord for NSNA Members (price reflects quantities of 5 cords) \$50.00 6 \$300.00 Shipping Subtotal \$300.00 « Continue Shopping

SNA Recognition Day

When: May 12, 2022

Where: Los Angeles Room BC (308BC) in

U-SU

Time: 4PM - 8PM

RSVP:

https://forms.gle/2Jo3CBmHNwKeyhwF6

Put together by the Student Nurses Association

