

FUNDING REQUEST FORM

2021-2022

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: <input type="text"/>	CLUB/ORG: <input type="text" value="Cal State LA Real Estate Club"/>
OFFICER TITLE: <input type="text"/>	EVENT TITLE: <input type="text" value="Mega May Event"/>
ADDRESS: <input type="text"/>	DATE(S) OF EVENT: <input type="text" value="05/07/2022"/> SEMESTER: <input type="text" value="SPRING"/> <input checked="" type="checkbox"/>
CITY: <input type="text"/> STATE: <input type="text"/> ZIP: <input type="text"/>	EVENT LOCATION: <input type="text" value="MUS 149 (Choir Rm)"/>
PHONE: <input type="text"/> EMAIL: <input type="text"/>	TOTAL ATTENDANCE: <input type="text" value="50"/>
SIGNATURE: <input type="text"/>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <input type="text" value="50"/>

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
BRIEFLY DESCRIBE THE EVENT: Awareness on business, finance, and real estate fraud. To enlighten the ability on the do's and don't.	To teach the individual about disclosing and the importance of doing the right thing. The Los Angeles Police Real Estate Fraud Department will be here, Sargent Luna.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Landyards For Students	520

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
T-Shirts	700	Decorative Banner / Table Runner	150
Water Bottle Stickers 2" X 8.5" Color	200		
Flyer's 8.5" X 11" Color High Gloss	200		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	<input type="text" value="\$2521"/>
TOTAL REQUESTED FROM ASI	<input type="text" value="\$1770"/>
AMOUNT FROM OTHER SOURCES	<input type="text" value="\$2521"/>

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
The cost to rent the classroom at the University of 580. Please see quote.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





UNIVERSITY
STUDENT UNION

Event Registration on

May Mega Event

Submitted By: Veronica Recinos, vrecino@calstatea.edu on 3/24/2022 2:53:37 PM

[APPROVED]

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?

California 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 guests will be registered at the door. This is a real estate fraud 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 n address/ ocat on f e d)

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/Chora 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.

[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?

Socia 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?

Ca 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

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 [Los Angeles City and County of Los Angeles](#) guidelines, California 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 (virtually)

When 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
- A cohort consumption or access to a cohort
- 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 revised 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 Clothing	T-Shirt 25 S, 25 M, 25 L, 25 XL Also Include ASI Logo	50	\$14.00	\$700	\$700
Other	Decorative Banner / Table Runner Also Include ASI Logo	2	\$78	\$178	\$150
Mechaise	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	0
Total				\$2,521	\$1,770

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 50 = \$700

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

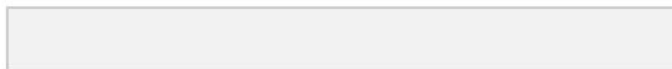
Flyers 8.5" X 11" Color \$0.30 X 1000 = \$ 298.00

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."



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