

**FUNDING REQUEST FORM****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:

EMAIL:

SIGNATURE:

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

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

BRIEFLY DESCRIBE THE EVENT:

**PART 4 - COST BREAKDOWN**

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

**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

TIME STAMP:



## Event Registration

### National Chemistry Week (10/17-10/21)

Submitted By [REDACTED] 4:53:40 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?

Chemistry and Biochemistry Club

## Event Name

National Chemistry Week (10/17-10/21)

## 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.

National Chemistry Week's goal is to advocate chemistry's value and impact in everyday life. To achieve this goal, we will invite CSULA faculties and student researchers to talk about their experience at CSULA and host activities to understand common chemistry concepts used in the fabric, which are listed below:

Monday: Introduction/Opening by Dr. Foster, CSULA (via ZOOM) 4:30-5:30 PM.

Tuesday: Hydrophobicity Test. 2:00-4:00 (In front of La Kretz); We will use a waterproof spray on cloth/lab coats to demonstrate the hydrophobic effect.

Thursday: Tie Dye; 1:00-3:00 (In front of La Kretz); we will design and draw different chemicals on lab coats with permanent markers and rubbing alcohol.

Friday: Student Research Experience by Current CSULA Students/Conclusion (via zoom) 12:00-1:00 PM.

## 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

10/17/2022 - 12:00 PM

### End Date/Time

10/21/2022 - 4:00 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.

Hybrid

### Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Zoom

### On Campus Locations

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

### Do participants need to RSVP?

No

### 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.

In front of La Kretz

### 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

Other

### What other methods of marketing will your organization use?

Flyers

### Who is invited to this event?

Cal State LA Community

### Will off-campus media be notified about this event?

No

## Tags

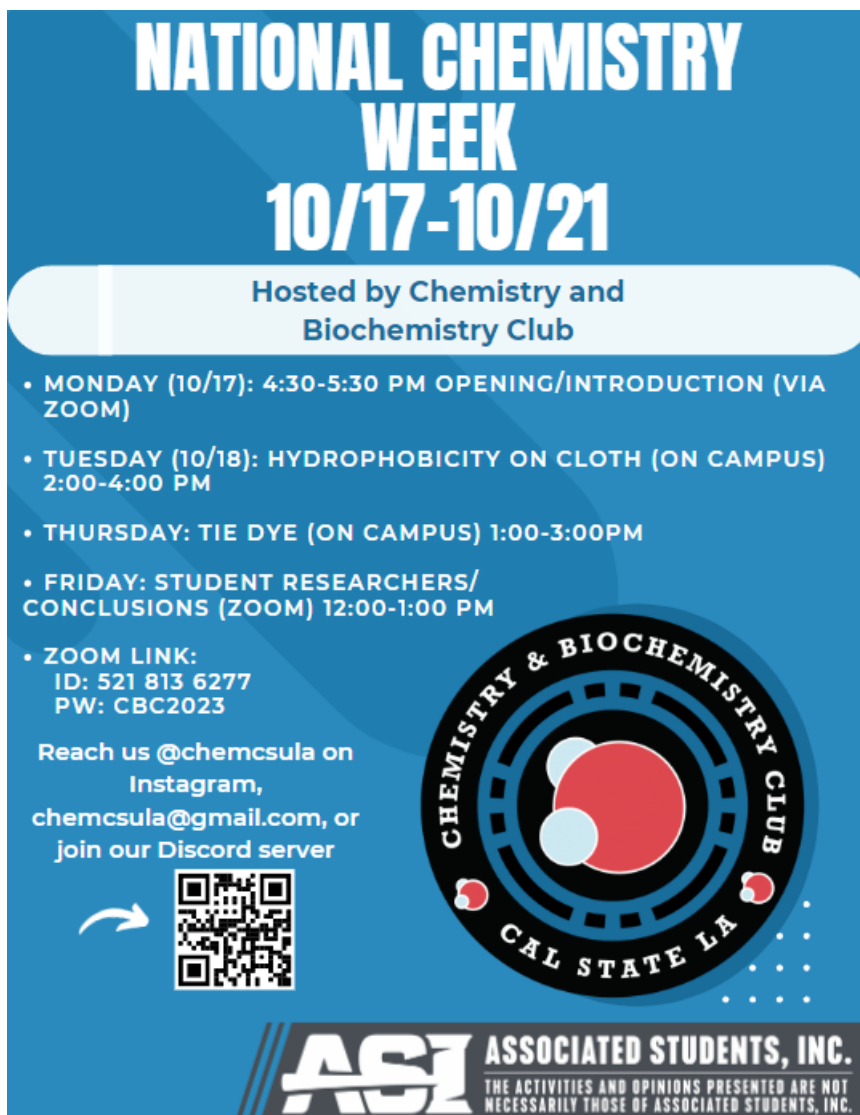
EDUCATIONAL

OUTDOOR

VIRTUAL CONFERENCE/CONVENTION

## Cover Image

Please select an image that corresponds to your event.





**NATIONAL CHEMISTRY WEEK**  
**10/17-10/21**

Hosted by Chemistry and Biochemistry Club

- MONDAY (10/17): 4:30-5:30 PM OPENING/INTRODUCTION (VIA ZOOM)
- TUESDAY (10/18): HYDROPHOBICITY ON CLOTH (ON CAMPUS) 2:00-4:00 PM
- THURSDAY: TIE DYE (ON CAMPUS) 1:00-3:00PM
- FRIDAY: STUDENT RESEARCHERS/ CONCLUSIONS (ZOOM) 12:00-1:00 PM
- ZOOM LINK:  
ID: 521 813 6277  
PW: CBC2023

Reach us @chemcsula on Instagram,  
chemcsula@gmail.com, or  
join our Discord server



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

## 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

Tabling

Meeting (hosting)

### 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 food be served at the event?

Until further notice, food can only be provided at outdoor events/meetings/activities and cannot be provided indoors.

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.

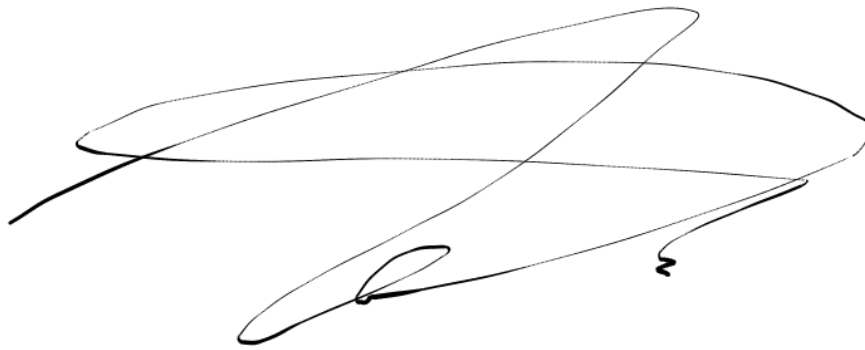
Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

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

Chemistry Week Supply list	Price	Tax (If Applicable)	Amount	Total	Source
Printing Flyers (4 flyers in 1pg)	\$0.75		25	\$18.75	<a href="https://www.calstatela.edu/library/print-copy">https://www.calstatela.edu/library/print-copy</a>
Chemistry Sticker	\$6.99	\$7.62	2	\$15.24	<a href="https://www.amazon.com/Laboratory-Chemistry-Graffiti-5">https://www.amazon.com/Laboratory-Chemistry-Graffiti-5</a>
Hydrophobic spray for fabric	\$15.78	\$17.20	1	\$17.20	<a href="https://www.amazon.com/Rust-Oleum-278146-NeverWet">https://www.amazon.com/Rust-Oleum-278146-NeverWet</a>
ACS TableCloth	\$70.00	\$76.30	1	\$76.30	<a href="https://www.store.acs.org/eweb/ACSTemplatePage.aspx?s">https://www.store.acs.org/eweb/ACSTemplatePage.aspx?s</a>
Fabric	\$2.39	\$2.61	4	\$10.42	<a href="https://www.michaels.com/fabrics/utility-fabric/9886211">https://www.michaels.com/fabrics/utility-fabric/9886211</a>
Total				\$137.91	





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Dazzle at dinner with virtual food &amp; drink lessons

Browse now ▶

Health &amp; Household › Household Supplies › Household Cleaning › Upholstery Cleaners › Fabric Cleaners



Roll over image to zoom in



Share

## Rust-Oleum 278146 Shield H2O Outdoor Fabric Spray, 11 oz, Clear, 11 Ounce

Visit the Rust-Oleum Store

★★★★★ 2,687 ratings

| 213 answered questions

Price: **\$15.78** (\$1.43 / Fl Oz) ✓primeColor: **Clear**

Brand	Rust-Oleum
Scent	Unscented
Usage	Carpet,Furniture,Upholstery
Item Volume	325 Milliliters
Unit Count	11.0 Fl Oz

### About this item

- plastic
- Imported
- Ideal for long lasting moisture resistance on shoes, patio furniture, apparel, camping gear and more
- 1-step, crystal clear super hydrophobic, water-repelling treatment barrier designed to keep outdoor items dry
- Not for use on interior carpet or upholstery
- Easy single step trigger spray application
- Coverage will vary depending on fabric: 20-60 sq. ft

✓ Show more

Offers also available from **certified small and diverse sellers**. Details

### Consider a similar item

**BISSELL OXYgen BOOST**  
Portable Machine Formula, 32  
ounces, 0801

★★★★★ (1456)

**\$12.90** (\$0.40/Fl Oz) ✓prime

Climate Pledge Friendly

### Buy new:

**\$15.78** (\$1.43 / Fl Oz)

✓prime

FREE delivery **Tuesday,**  
**October 11.** Order within **14**  
**hrs 27 mins**Deliver to Associated - Los  
Ang... 90032**In Stock.**

Qty: 1 ▾

Buying in bulk?

Add to Cart

Secure transaction

Ships from and sold by  
Amazon.com.Return policy: **Eligible for**  
**Refund or Replacement** ▾☐ Add a gift receipt for easy  
returns

### Recurring delivery

\$14.99 (\$1.36 / Fl Oz) Save  
\$0.79 (5%) (\$1.36 / Fl Oz)

Add to List ▾

New (21) from  
**\$15.78** ✓prime

### Other Sellers on Amazon

**\$20.99** (\$1.91 / Fl Oz) Add to Cart& **FREE Shipping**

Sold by: HRP / Power Oil Center

**\$25.53** (\$2.32 / Fl Oz) Add to Cart& **FREE Shipping**

Sold by: Gatzies

**\$25.74** (\$2.34 / Fl Oz) Add to Cart& **FREE Shipping**

Sold by: Bigblock Solutions

1,961

Sell on Amazon

FREE shipping on orders \$49+

Michaels

IN STORE & ONLINE

SAVE **\$10** WHEN YOU SPEND \$40 OR MORE

VALID FRI 10/7 - SUN 10/9/22 • PROMO CODE: SPEND40GET10

## Roc-Lon Unbleached White Premium Quality Muslin Fabric

Item # D659791S

Online Only



[Write A Review](#)

Save \$1.60

Reg. \$3.99/yd



Save \$1.60

**\$2.39/yd** Reg. \$3.99/yd

**In Stock** and ready to ship

☒ **Ship to Me - FREE over \$49**

**Online Only**

**Not sold in stores**

1

yds

**Coupon Exclusion:** No additional coupons or discounts may be applied. While supplies last. No rain checks.

**Ground Ship Only:** Item may not be shipped 2nd Day or Next Day.

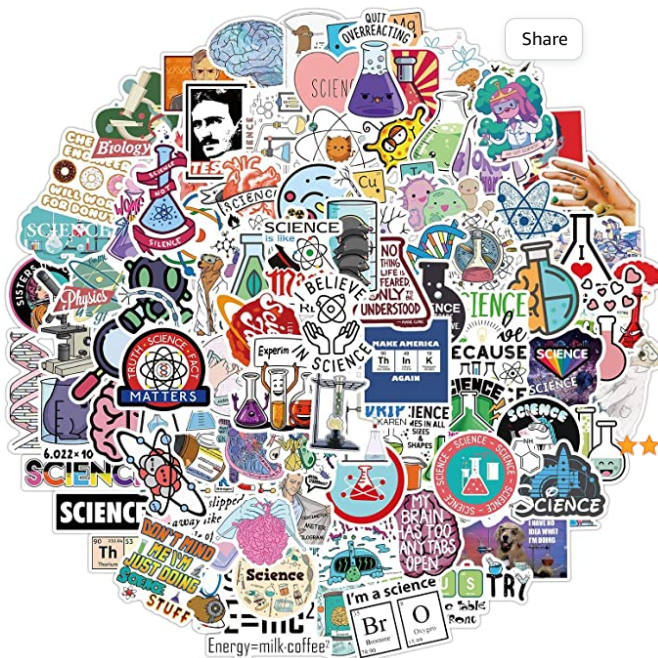


explore

## Dazzle at dinner with virtual food & drink lessons

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Physics Laboratory  
Physics Chemistry Graffiti  
Workers Science for  
Case Skateboard  
Star Travel Case Door  
Balls Water Bottle  
Top Luggage Car Bike  
Bags Super Waterproof  
(Laboratory)

## the ONDY Store

★★★★★ 609 ratings

**\$6.99** (\$0.14 / Count) 

FREE Returns

ore, 5 units

More: **\$6.29** **LOWEST PRICE**

Save 10%

Roll over image to zoom in



Brand	ONDY
Color	Laboratory
Surface	Door
Recommendation	
Room Type	Bedroom
Material	Paper, Polyvinyl Chloride
Theme	Science

▼ See more

### About this item

- ❤️ 100pcs stickers: 100pcs colorful cute different stickers in the package the same shown as pictures, beautiful patterns, Suitable to your water bottle, hydroflask, chromebook, notebook, laptop, computer. Etc, brings you good mood every day.
- ❤️ All the Stickers made with high quality material, Use your imagination to create DIY decoration. no-duplicate stickers. Multiple sizes of stickers can be pasted in different places, easy stick on surface and remove without any effort.
- ❤️ Crafted with non-marking glue, it can paste repeatedly and tear off the glue free of trace, if not satisfied, you can re-paste after tearing off. Based on the previous film, we optimize the material further to get newly upgraded color and function, which brings better performance.
- ❤️ Amazing assortment of sticker decals, best gift for your kids, friends, lovers to DIY decoration. Get your stickers, clean the surface, sticker on, then use your imagination Create works now!

**\$6.99** (\$0.14 / Count)



FREE Returns 

FREE delivery **Tuesday, October 11**

 Deliver to Associated - Los Ang...  
90032

In Stock.

Quantity: 1

### Buying in bulk?

Add to Cart

 Secure transaction

Sold by **ONDY** and Fulfilled by **Amazon**.

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#) 

☐ Add a gift receipt for easy returns

Add to List

Have one to sell?

[Sell on Amazon](#)

433

Sponsored 

## PRINT & COPY

[Printing & Copying](#)

[Mobile Printing](#)

[Scanning](#)

[Microfilm/Microfiche Scanning](#)

## PRINT & COPY/SCAN

### PRINTING & COPYING

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A **Cal State LA OneCard** is required to pay for printing. There are two machines to add money to your OneCard in the Library: One on Library North 1st Floor near the copy machines, and one on Library North 3rd Floor near the computers. **The VTS - Add Value machines take bills only and do not provide change.**

- **Black & white: (10 cents per side)**
  - Black and white printers/copiers are located on levels A, 1, 2, & 3 of Library North or in any of the [ITS Open Access Lab](http://www.calstatela.edu/its/oal/map.php) (<http://www.calstatela.edu/its/oal/map.php>).
- **Color: (75 cents per side)**
  - Color printers/Copiers are located on Levels A, 1, and 3 of Library North or in any of the [ITS Open Access Lab](http://www.calstatela.edu/its/oal/map.php) (<http://www.calstatela.edu/its/oal/map.php>).

Visitors will need to visit the [Golden Eagle Service Center](http://www.calstatela.edu/univ/gec/) (<http://www.calstatela.edu/univ/gec/>) to print.

Please contact [Golden Eagle Service Center](http://www.calstatela.edu/univ/gec/) (<http://www.calstatela.edu/univ/gec/>) for questions related to copying cost, obtaining refunds, etc.

### MOBILE PRINTING

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Students can email print jobs as attachments to laser printers from their mobile devices or laptops. There is no installation, or any download required to perform a mobile print. Print jobs can be printed at any printer/copier in the Library or at any [ITS Open Access Lab](http://www.calstatela.edu/its/oal/map.php) (<http://www.calstatela.edu/its/oal/map.php>).

[Learn more about mobile printing](http://www.calstatela.edu/its/oal/wprint.php) (<http://www.calstatela.edu/its/oal/wprint.php>).

### SCANNING

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The Library has 4 scanners located near the computers on the First Floor, Library North. The scanners are free to use but you must save documents to a flash drive. You can borrow a flash drive from the Service Desk.

### MICROFILM/FICHE SCANNING

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The Library has a Universal microforms reader/scanner which is located behind the Service Desk. If you want to save images from microfilm or microfiche, files must be saved to a flash drive. If needed, you can borrow one from the Service Desk.





Cart (0)

Help

Visit our support page for contact information and frequently asked questions.  
For tax-exempt orders, please call Customer Service at (800) 227-5558.

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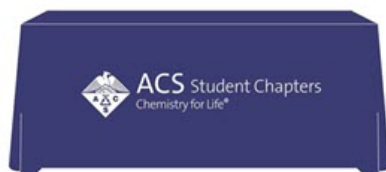
[Periodic Table](#)

[Posters](#)

[Printed Materials](#)

[Volunteer Recognition](#)

## ACS Student Chapter Table Cloth



Price: \$70.00

Members Pay: \$60.00

**In Stock**

Quantity:

[Add to Cart](#)

**+ Enlarge Image**

### Product Description:

Flame Retardant stock color Blue Polyester twill with White ACS Student Chapter Logo printed on the front. Table cloth to fit over 6' table. Hemmed all sides.

Product Code: 206-187

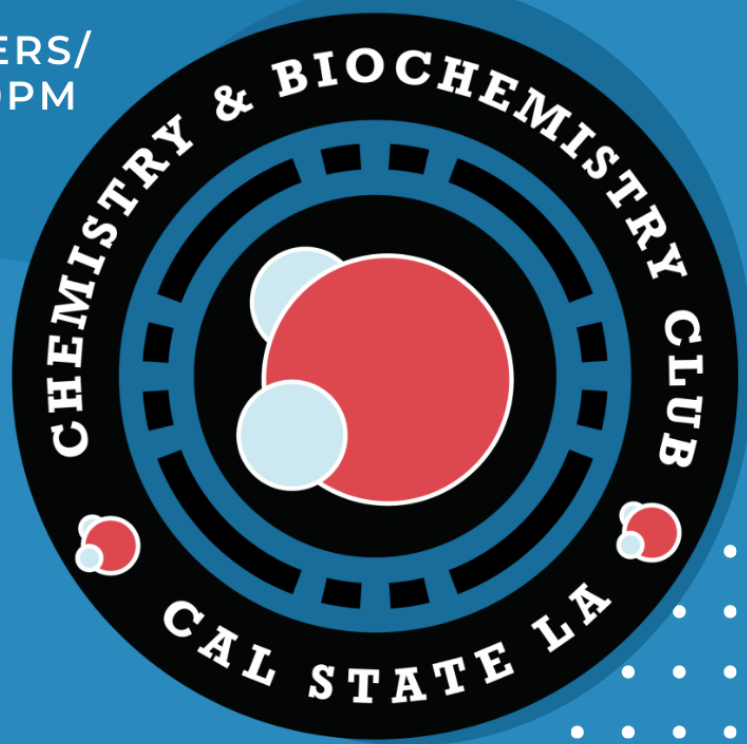


# NATIONAL CHEMISTRY WEEK 10/17-10/21

Hosted by Chemistry and  
Biochemistry Club

- MONDAY (10/17): OPENING/INTRODUCTION TO INDUSTRY (VIA ZOOM) 4:30-5:30 PM
  - OPENING STATEMENT BY DR. KRISHNA FOSTER, CHAIR, DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY
  - GUEST SPEAKER: DR. VIVIAN MEDINA, TAKEDA PHARMACEUTICAL COMPANY
- TUESDAY (10/18): HYDROPHOBICITY ON FABRIC (IN FRONT OF LA KRETZ) 2:00-4:00 PM
- THURSDAY: TIE DYE EVENT (IN FRONT OF LA KRETZ) 1:00-3:00PM
- FRIDAY: STUDENT RESEARCHERS/ CONCLUSION (ZOOM) 12:00-1:00PM
- ZOOM LINK:  
ID: 521 813 6277  
PW: CBC2023

Reach us @chemcsula on  
Instagram,  
chemcsula@gmail.com, or  
join our Discord server



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