

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: Sigma Alpha Epsilon
 EVENT TITLE: Sigma Alpha Epsilon Tabling
 DATE(S) OF EVENT: 10/31/22 - 11/3/22 SEMESTER: FALL
 EVENT LOCATION: CSULA Main Walkway
 TOTAL ATTENDANCE: 7
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 7

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Sigma Alpha Epsilon will be holding an event that focuses on entertainment for the students. This will be going on as we showcase the fraternities rich history.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 It will function as entertainment for students who have just come out of midterms and exams. This will function as a stress reducer at the same time and encourage cultural diversity.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Band for 2 hours(\$550 the hour)	\$1,100

MARKETING	DESCRIPTION:	AMOUNT:
	Speaker	\$250

OTHER	DESCRIPTION:	AMOUNT:
	Canopy	\$200
Wagon	\$50	

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:
 None.

OFFICE USE ONLY

STAFF INITIALS
 TIME STAMP:





Event Registration

Sigma Alpha Epsilon Tabling Event

Submitted By: [REDACTED] 06:19 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?

Sigma Alpha Epsilon

Event Name

Sigma Alpha Epsilon Tabling Event

Estimated Attendance

Please describe the estimated attendance of participants for this event.

7

About the event

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

The Fraternity Sigma Alpha Epsilon will be tabling to demonstrate its rich history as a nationwide fraternity and its history in CSULA. During the event, we will be engaging with students to talk about the such history and have and have a recruitment process if any student would like to be interested in the fraternity.

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

10/31/2022 - 9:00 AM

End Date/Time

10/31/2022 - 4:30 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?

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.

MAIN WALKWAY

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

[REDACTED]

Organization Advisor Email

Provide the email of the Student Advisor address.



Organization Advisor Name

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

sae_csula

Marketing Media Upload*

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

[868eb5dc-78f5-4db4-8672-456d3775e85d.png](#)

Who is invited to this event?

General Public

Will off-campus media be notified about this event?

No

Tags

RECREATION

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 2022 organization meetings and tabling must also be registered.
Tabling

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?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.
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



Event Guidelines & Resources

Student Organization Event Guidelines

2022- 2023 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 2022-2023 **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)

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 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 2022-2023 Academic Year to be reviewed for Fall 2023. 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



Pickup tomorrow, after 11am

[Change](#)

Long Beach Supercenter - We'll hold your order for 4 days.

Want to skip a trip to the store?

[Ship instead](#)

Best seller

Rollback



Ozark Trail Folding Multipurpose Camp Wagon Cart,

Black

Actual Color: Black

\$49.88/ea

\$49.88

~~\$65.00~~

YOU SAVE \$15.12

[Remove](#)

[Save for later](#)

- 1 +

[Continue to checkout](#)



Items in your cart have reduced prices.
Check out now for extra savings!



Subtotal (1 item)

\$65.00

Savings

-\$15.12

\$49.88

Taxes


Calculated at checkout


Estimated total

\$49.88

Cart

\$119.99 subtotal • 1 item

 **Shipping**
1 item



Gorilla Carts 7 Cubic Feet Foldable Collapsible Durable All Terrain Utility Pull Beach Wagon with Oversized Be...

Sold and shipped by [Spreetail](#)

Qty 1

● 2-day shipping
Get it by **Thu, Oct 20**
when you order by **12:00pm tomorrow**


⊘ Order Pickup not available at LA Central [Change](#)


\$119.99
Reg \$150.99
Sale

✕

Buy it again


Order summary

 Not eligible for gift message (i)

 Promo code [Add](#)

Subtotal (1 item)	\$119.99
Delivery	Free
Estimated tax	\$11.40
Delivery & tax for 90033	

Total **\$131.39**

 **Pay as low as \$13/mo.** (i)
With Affirm

Select FREE Amazon Day Delivery to receive orders in fewer boxes on a single day.

Delivery date: Oct. 19, 2022 If you order in the next 3 hours (Details)

Items shipped from Amazon.com



VIVOSUN Heavy Duty Collapsible Folding Wagon Utility Outdoor Camping Garden Cart with Universal Wheels & Adjustable Handle, Black
\$119.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: VIVOSUN

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging

Choose your Prime delivery option:

Wednesday, Oct. 19

FREE Prime Delivery

Tuesday, Oct. 25

FREE Amazon Day Delivery

Get your orders together in fewer boxes and deliveries. [Change delivery day](#)

Place your order

By placing your order, you agree to Amazon's [privacy notice and conditions of use.](#)

Order Summary

Items:	\$119.99
Shipping & handling:	\$0.00
Total before tax:	\$119.99
Estimated tax to be collected:	\$11.40

Order total: \$131.39

Pay **\$21.90/month for 6 months**, interest-free with your Amazon Prime Rewards Visa Card.

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Place your order

Order total: \$131.39

By placing your order, you agree to Amazon's [privacy notice and conditions of use.](#)



Categories

Deals

What's New

Pickup & Delivery

Search



Sign in



Cart

\$199.99 subtotal • 1 item



Shipping

1 item



SOLIS Bluetooth/Wi-Fi Stereo Smart Speaker with Chromecast built-in - Gray (SO-3000)



Standard shipping

\$199.99



Get it by Tue, Oct 25



Order Pickup not available at LA Central [Change](#)

Qty 1

Save for later



2 Year Audio Products Protection Plan (\$175-\$199.99) - Allstate

Plan \$26.00 [See plan details](#)

Order summary



Order includes a gift



Promo code

[Add](#)

Subtotal (1 item)

\$199.99

Delivery

Free

Estimated tax

\$19.00

Delivery & tax for 90033

Total

\$218.99



Pay as low as \$21/mo. With Affirm





Menu

Search Best Buy



Compton

Cart

Top Deals Deal of the Day Totaltech Membership Credit Cards Gift Cards Gift Ideas Health & Wellness Best Buy Outlet More

Account Recently Viewed Order Status Saved Items

Your Cart



Furriion - 70W 2.1 Outdoor Soundbar with Built-in Subwoofer - Black

We recommend shipping - [Learn why](#)

Pickup at Compton
Available Tue, Oct 25 at a store 9 miles away
Eligible for curbside pickup

FREE Shipping to 90001
Get it by Tue, Oct 25
Faster shipping options are also available in checkout

1

Remove
Save

\$199.99

Protection plans



4-Year Standard Geek Squad Protection
★★★★★ (2805)

\$34.99

Add to Cart

Order Summary

Item Total	\$199.99
Shipping	FREE
Estimated Sales Tax	\$19.00

Total \$218.99

Checkout

PayPal Checkout

Sign in or create an account now to get My Best Buy™ Points

Billing address: Same as shipping address.

^ Add a gift card or promotion code or voucher

√ Apply Amazon Rewards Visa Signature Card Points \$51.48 (5,148 points) available

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Items:	\$159.00
Shipping & handling:	\$0.00
Total before tax:	\$159.00
Estimated tax to be collected:	\$15.11

Order total: \$174.11

Pay \$29.02/month for 6 months, interest-free with your Amazon Prime Rewards Visa Card.

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Review items and shipping

Select FREE Amazon Day Delivery to receive orders in fewer boxes on a single day.

Delivery date: Oct. 19, 2022 If you order in the next 2 hours and 16 minutes ([Details](#))

Items shipped from Amazon.com



ION Audio Block Rocker Plus - Portable Bluetooth Speaker 100W W/Battery, Karaoke Microphone, AM FM Radio, Wheels & Telescopic Handle and USB Charging

\$159.00 ✓prime & FREE Returns

Qty: 1

Sold by: Amazon.com Services LLC

[Add gift options](#)

Item often ships in manufacturer's container to reduce packaging and reveals what's inside. If this is a gift, consider shipping to a different address.

Choose your Prime delivery option:

Wednesday, Oct. 19

FREE Prime Delivery

Tuesday, Oct. 25

FREE Amazon Day Delivery

Get your orders together in fewer boxes and deliveries. [Change delivery day](#)

Place your order

Order total: \$174.11

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Cart

\$127.49 subtotal • 1 item

Order Pickup

1 item at Alhambra



Coleman Instant Canopy with Sunwall 10'x10' - Gray

Qty 1

Save for later

Add a backup [Add](#)

- 2-day shipping
Get it by Thu, Oct 20
when you order by 6:00pm tomorrow
Ships in original packaging [Details](#)
- Same Day Delivery with Shipt
Get it as soon as 9am tomorrow
[Learn more](#)
- Order Pickup
Ready within 2 hours at Alhambra [Change](#)

\$127.49
Reg \$149.99
Sale



Order summary

Not eligible for gift message

Promo code [Add](#)

Subtotal (1 item)	\$127.49
Delivery	Free
Fees	\$1.00
Bag fee**	
Estimated tax	\$14.07
Delivery & tax for 91801	

Total **\$141.56**

Pay as low as \$14/mo.
With Affirm

Buy it again

Home › Electronics & Media › Books, Movies, & Music › Other - Books, Movies, & Music › Banda La Mazatlan



Banda La Mazatlan

\$860

Last updated 3 months ago in Bellflower, CA

Condition: Open Box (never used)

Electronics & Media - Books, Movies, & Music -
Other - Books, Movies, & Music

Make offer

Ask

Save

Share



Jesse c

★★★★★ (3)

Member since May 2016

9:42



EL Compa De La Banda >

Hola

Cómo está mire su offer up para la banda

Quería a ver si se puede contratarlos el primero de noviembre por dos horas

A quanto nos deja la hora? Va a ser en la universidad del CSULA como a las 12

Si se puede contratar para ese día y cobramos 650 la hora por lo más barato con dos horas mínimas. Va ser con casi 7 personas.

csula es el colegio de los angeles saliendo del 710?

Si es donde se termina el 710 yo le digo si se va hacer para el martes gracias y ahí estamos

Gracias

Read 9:41 PM



iMessage





BANDA 664 🦓

\$664

Posted almost 3 years ago in Santa Ana, CA

Condition: Other (see description)

Toys, Games, & Hobbies - Outdoor toys & Games

Make offer

Ask

Save

Share



Chuco

★★★★★ (28)

Member since Nov 2016

RUSH

ΣΑΕ

FALL 2022

OCT 31 - NOV 4

ASZ

