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: ▮▮▮▮▮▮▮▮▮▮

OFFICER TITLE: ▮▮▮▮▮▮

ADDRESS: ▮▮▮▮▮▮▮▮

CITY: ▮▮▮▮▮▮   STATE: ▮▮   ZIP: ▮▮▮▮

PHONE: ▮▮▮▮▮▮▮   EMAIL: ▮▮▮▮▮▮▮▮

SIGNATURE: *Channing Moore*
7E47039D413B42A...

CLUB/ORG: Art History Society

EVENT TITLE: Codice Maya de Mexico: Discovery and Authenticity of the

DATE(S) OF EVENT: 11/5/2022   SEMESTER: FALL

EVENT LOCATION: State Playhouse Theater

TOTAL ATTENDANCE: 400

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 150

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? [✓] YES [ ] NO

BRIEFLY DESCRIBE THE EVENT:

This event will be in collaboration with the Getty Research Institute. We will be hosting the lecture portion on campus.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

We will be bringing world renowned scholars and researchers to discuss their part in authenticating this document.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Catering through Golden Eagle Hospitality	$3,000.00

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT $37,169.64

TOTAL REQUESTED FROM ASI $3,000.00

AMOUNT FROM OTHER SOURCES $35,000.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

They Getty Research will be funding the hotels, honorarium and travel of the speakers.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI

Event Registration

Códice Maya de México: Discovery and Authenticity of the Oldest Maya Codex

[APPROVED]

Submitted By: ██████████████████████████   10:57:47 AM

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?
Art History Society of CSULA

Event Name

Códice Maya de México: Discovery and Authenticity of the Oldest Maya Codex

Estimated Attendance

Please describe the estimated attendance of participants for this event.
400

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the Use of Facilities Committee for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the Event Registration Form. Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

This event will be a two-day collaboration with the Getty Research Institute that will bring speakers to discuss the Codice Maya de Mexico. We are expecting an indoor event with approximately 400 people in attendance. We are expecting the majority of the

attendees to be from off-campus and from other Cal State campuses. We are expecting outside organizations to sponsor this event. We will have the speakers speaking into a microphone but we will not be playing any music. There will be speakers coming from the Getty and other research organizations including speakers commuting from Italy and Mexico. The speakers will include Mary Miller (GRI); Andrew Turner (GRI); Baltazar Brito Guardarrama; Gerardo Gutierrez; Davide Domenici; Maria Susana Xelhuantzi López; Karl Taube; Erik Velázquez; Bruce Love; Saeko Yanagisawa; Alba Azucena Barrios Ruiz.

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
11/05/2022 - 8:00 AM

End Date/Time
11/05/2022 - 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://ahscsula.wordpress.com

Where will your in-person event/meeting take place?
On-Campus

On Campus Locations

Other (describe in address/location field)

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.
State Playhouse Theater or the Gym

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.
Channing Moore

Officer Contact Phone Number

817-703-4123

Contact Email

Provide the officer's email address.
cmoore29@calstatela.edu

Organization Advisor Email

Provide the advisor's Cal State LA email address.
maguila2@exchange.calstatela.edu

Organization Advisor Name

Please provide the name of the student organization advisor.
Manuel Aguilar

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

Website

Social Media

Social Media Site

Instagram

Social Media Handle

@ahs_csula

Website URL for marketing

Requires http:// or https://
https://ahscsula.wordpress.com

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.
c3c8aeb6-62ab-4cce-adbd-84a2ba9d96f0.jpeg

Who is invited to this event?

Student organization members

Cal State LA Community

Other Colleges & Universities

General Public

Which institutions have been invited to this event?

UCLA, USC, Community Colleges

Please provide information on the media outlets that will be invited:

Names of newspaper, TV, radio stations, etc.
Still being discussed

Will off-campus media be notified about this event?

Yes

Tags

COMMUNITY BUILDING AND CELEBRATION   EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.

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.

Conference/Convention Hosting

Educational Workshop/Program

Social 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 food be served at the event?

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

Yes

Who will be providing the food?

University Catering

UAS Catering Banquet Event Order*

You've indicated that the food at your event will be provided by UAS Catering. Please upload the most recent Banquet Event Order (BEO).

35121d6d-f3f0-482a-a7b3-822faec6b583.pdf

Will the event have an admission charge, registration? fee, or raise any proceeds to benefit the organization

Yes

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.)

Yes

If a student club or organization is interested in doing external private fund raising they will first need to complete the CSI Event Registration Form, at least 10 business days prior to the event. The event will be provisionally registered, pending approval from the Office of Annual Giving. The club or organization representative will be directed to meet with The Director of Annual Giving in the Office of Annual Giving in U-SU 102 and will need to complete the Student Clubs and Organization External Private Fundraising Approval Form. For more information please refer to the Student Organization Handbook or contact CSI at 323-343-5110.

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

We are hopeful that we will be able to raise funds so that we have the opportunity to pay and host future events.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

U-SU Student Organization Account

BC008

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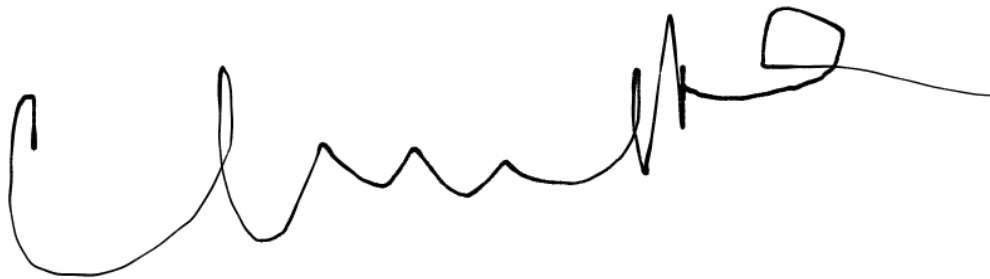
Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

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 **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

Golden Eagle Hospitality

Client/Organization	Event Date	Booking Contact		Event #
Art History Society	11/5/2022 (Sat)	Moore, Channing		E39557
Address		**City, St/Prov Postal**	**Booking Tel**	**Guests**
5151 State University Drive FA 228		Los Angeles, CA 90032	(817) 703-4123	200 (Act)

Party Name	Sales Rep	Theme	Category
Art History Society	Amanda Tapia		

Venue

Description	Type	Start	End	Banquet Room
		2:00 pm	7:20 pm	Off-Site 4

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(1) Catering by Maracas Catering	Each	3,487.10	3,487.10
(Invoice #333277602) (TAX INCLUDED)			
(100) Taquitos	Each		
(46) Chimichangas	Each		
(40) Tacos	Each		
served with Rice, Beans. Juice & Soda			
(10) Assorted Kabob Trays	Each		
served with Rice, Beans. Juice & Soda			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	3,487.10	3,487.10
Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	278.97	278.97
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	3,766.07	3,766.07

Subtotal	3,487.10	Paid	0.00
Tax	0.00	Balance	3,766.07
Service Charge	278.97		
Total Value	3,766.07		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden

10/27/2022 - 4:19:09 PM

Client Signature: _____

UAS Staff Signature:

_____

Códice Maya de México:

Discovery and Authenticity of the Oldest Maya Codex

November 5th. 2022

Presented by

Art History Society Cal State LA & The Getty Research Institute

AHS
ART HISTORY SOCIETY
California State University, Los Angeles

Getty
Research
Institute

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