# FUNDING REQUEST FORM

# PART 1 - NOTICE & CHECKLIST



- 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 CLUB/ORG: OFFICER TITLE ADDRESS

**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? **BRIEFLY DESCRIBE THE EVENT:** 

YES NO HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

PART 4 - COST BREAKDOWN			
DESCRIPTION:  A LI I I I I I I I I I I I I I I I I I I	AMOUNT:	DESCRIPTION:  UN  UN  UN  UN  UN  UN  UN  UN  UN	AMOUNT:

DESCRIPTION: AMOUNT: DESCRIPTION: AMOUNT: MARKETING

# 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** 

# Mystery Murder Night

Submitted By:

on 3/2/2023 12:55:56 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?

Academic Honors Association

# **Event Name**

Mystery Murder Night

# 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.

Mystery Murder Night will consist of an unsolved case file game, putting a person in the shoes of a cold case detective tasked with solving a murder that happened decades ago. The murder case will be purchased from Target which will offer an experience of solving a number of clues to figure out who the murderer was. Participants will socialize and work as a team to figure out who the murderer is by solving three mysteries to crack the case. We will also have food available (pizza) as we solve the murder mystery.

# Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

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

# End Date/Time

04/13/2023 - 7:00 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?

By invitation only

# On Campus Locations

University-Student Union Building

# 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.

University Student Union- Room Reservation to be made after event approval

# 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.
Overanization Advisor Empil
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.
and AF 2007. For Pail 2020 only electronic or virtual roms or marketing will be approved for student organizations.
How do you plan on marketing this event?
Tion do you plan of manoung the overt.
Social Media
Social Media Site
Instagram
notagram
Social Media Handle
aha.csula
Marketing Media Upload*
If you plan on marketing this event with media, please upload a copy for review.
cc278b62-6c47-481a-be24-3c88da159f69.png

Who is invited to this event?

Will off-campus media be notified about this event?

Student organization members

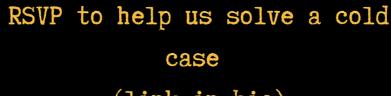
SOCIAL

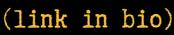
# Cover Image

Please select an image that corresponds to your event.

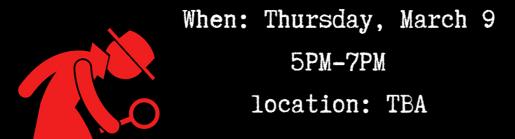


# Murger Mystery Night















**Event Details** 

# 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.

# 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.

# 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



# Scroll up to submit this form.

# **Event Guidelines & Resources**

# Student Organization Event Guidellines

#### 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 guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2022-2023 <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

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 participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2022 and are provided for reference:

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

**Publicity:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU" stamp must be clearly visible on the face of the posting.

# In-Person Health and Safety Protocols

All Cal State LA student organization in-person on or off-campus event/meeting attendees - including University students, faculty member, staff members, and off-campus guests - must successfully complete the COVID19 Health Self-Screening prior to attending any student organization event/meeting.

By attending the registered student organization in-person event/meeting, attendees agree and attest that they have reviewed and will abide by Cal State LA's COVID-19 health and safety protocols.\*

- 1. Event attendees will not enter Cal State LA's campus and/or facilities if they have tested positive for COVID-19 within the previous 10 days, have had close contact with a person known to have COVID-19 within the previous 14 days, have been directed by a health care provider or public health officer to isolate or quarantine, or am experiencing any symptoms associated with COVID-19.
- 2. Event attendees understand the risk of attending an in-person event where the vaccine status of others in attendance may be unknown.
- 3. Event attendees agree to notify Cal State LA immediately if they test positive for COVID-19 in the 48 hours after attending the event by calling the Cal State LA Student Health Center at (323) 343-3300
- 4. Student organizations MAY NOT:
  - 1. Ask members and event attendees to disclose (verbally or written) their vaccination status.
  - 2. Ask anyone to remove their masks.
- \* These protocols will be adjusted as needed based on updated University, state, city, and county regulations.

# Student Organization Event Resources

# Additional Required Forms

The following form may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Food Permit Guidelines
- Request to Serve Alcoholic Beverages Form

# Additional Resources

# University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

• U-SU venue reservation form

# Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Reservation Form
- Filming Request Application
- Amplified Sound Form

<mark>Iurder Mystery Even</mark>		
Items	Price	Link
Mystery Case	• Target  o Quantity  1: (\$30.76  after tax)  o Quantity  2: (\$60.51)	<ul> <li>Target         <ul> <li>Pressman Unsolved</li> <li>Case Files: Jamie Bank</li> <li>Game</li> </ul> </li> </ul>
	• Walmart	<ul> <li>Walmart         <ul> <li>Pressman Unsolved</li> <li>Case Files: Harmony</li> <li>Ashcroft - True Crime</li> <li>Solving Game</li> </ul> </li> <li>Amazon         <ul> <li>Unsolved Case Files</li> <li>Cold Case Murder</li> <li>Mystery Game: Who</li> </ul> </li> </ul>
	<ul> <li>Amazon</li> <li>Quantity</li> <li>1: (\$36.11</li> <li>after tax)</li> <li>Quantity</li> <li>2: (\$65.66</li> <li>after tax)</li> </ul>	Murdered Harmony Ashcroft?   Can You Solve The Crime?
Pizza	• Dominos  o 3 medium  pizzas online  order (\$29.53  after tax)	• Dominos o PIZZA
	• Costco	• Costco  o Address:  2207 W Commonwealth  Ave, Alhambra, CA 91803

Codo	Daminas (2	Daminas
Soda	• Dominos (2	• Dominos
	I *	https://www.dominos.com/en/pages/order/menu#!/
	<ul> <li>Quantity</li> </ul>	menu/category/drinks/
	1: (\$4.09	
	after tax)	
	o Quantity	
	2: (\$8.18	
	`	
	after tax)	
Plates	• amazon (ct. 90)	<ul> <li>Amazon</li> </ul>
	o Quantity	https://www.amazon.com/Dixie-Everyday-Plates-
	1: (\$5.92)	Printed-
		Disposable/dp/B0748J34WZ/ref=sr 1 4?crid=1XT
		3BX1KOI18Y&keywords=paper+plates&qid=1677
		366633&sprefix=paper+plates%2Caps%2C159&sr
		=8-4
Cups	• Amazon (ct. 20)	Amazon
	o Quantity	https://www.amazon.com/365-Plastic-Cups-473ml-
	~ •	20ct/dp/B074H6VQJV/ref=sr 1 9 f3 0o wf?crid=
		2R9GDLRN4OJA0&keywords=plastic+cups&qid=
	2:	1677366858&sprefix=plastic+cups%2Caps%2C146
	(0,7,0,4)	
	o (\$3.94)	<u>&amp;sr=8-9</u>

Supplies List

Items	Price	Link
Laminator	<ul><li>Amazon</li><li>12 inch machine</li></ul>	• Amazon
		https://www.amazon.com/dp/B01M0FNZD1/ref=tw
		ister_B0BLZYNC9H?_encoding=UTF8&th=1
Photo printer	• Amazon	• Amazon
	• (\$172.99)	https://www.amazon.com/dp/B09WZBZ1JQ/ref=vp
		d_cpf-substitute-
		widget_pd?_encoding=UTF8&pf_rd_p=aad6649e-
		0b12-443a-85ed-
		a9dc2979a505&pf_rd_r=Y4AZ782BMDTSFAKTJ
		YND&pd_rd_wg=S2xR4&pd_rd_i=B09WZBZ1JQ
		&pd_rd_w=NwFME&content-
		id=amzn1.sym.aad6649e-0b12-443a-85ed-

Binders	<ul> <li>Amazon</li> <li>4 inches, 3 ring</li> <li>binder</li> </ul>	a9dc2979a505&pd_rd_r=1d94e408-b9e3-4858-b3c6-1075e6e98ad6&th=1  • Amazon  https://www.amazon.com/Avery-Durable-Binder-Holds-
	• (\$11.89)	Paper/dp/B00006IELR/ref=sr_1_12?crid=KHPIWZ U6OWOZ&keywords=binder&qid=1677367737&s =office-products&sprefix=binder%2Coffice- products%2C164&sr=1-12
Dividers	<ul> <li>3 ring divider with 8 tabs</li> <li>(\$9.78)</li> </ul>	• Amazon https://www.amazon.com/AmazonBasics-Dividers- Insertable-Multicolor- Plastic/dp/B086NDDJRK/ref=sr_1_13_ffob_sspa?c rid=3203GAJGLPDDN&keywords=binder%2Bdividers&qid=1677367794&s=office- products&sprefix=binder%2Bdividers%2Coffice- products%2C131&sr=1-13- spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyP UEyWldJRFNSS0dYREw4JmVuY3J5cHRIZElkP UEwOTk3MjQ0MVhOQ1VGT1ZXRFdVVyZlbm NyeXB0ZWRBZElkPUEwODA5NDAyS0FFMkh STTITT0JYJndpZGdldE5hbWU9c3BfbXRmJmFjd Glvbj1jbGlja1JlZGlyZWN0JmRvTm90TG9nQ2xp Y2s9dHJ1ZQ&th=1
Decorations ~ \$75 ?	• Balloons 120ct (\$8.09)	■ Amazon ■ Balloons  https://www.amazon.com/RUBFAC-Assorted-Balloons-Decoration-Birthday/dp/B07WGXTKGY/ref=sr_1_1_sspa?crid =28SIXHIYTHAKZ&keywords=balloons&qid=16 77369992&sprefix=balloons%2Caps%2C150&sr=8 -1- spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlma WVyPUExUzg4NDdBU0VGTjk3JmVuY3J5cHRl ZElkPUEwNzMwMTQ2MUJIRjNJSkJBSEdSVyZl bmNyeXB0ZWRBZElkPUExMDM3ODQ3M0dQ MTIJVFIEMU5HRCZ3aWRnZXROYW1IPXNwX 2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05 vdExvZ0NsaWNrPXRydWU=
Cash Safe	• (\$24.99)	Amazon     https://www.amazon.com/KYODOLED-Locking- Saving-Organizer-11-

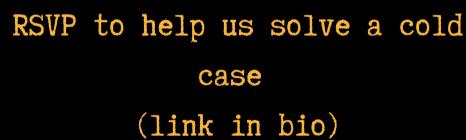
		81Lx/dp/B07FFR8FK9/ref=sr 1 1 sspa?keywords
		=cash+safe+box&qid=1677368118&s=office-
		*
		products&sprefix=cash+safe%2Coffice-
		products%2C163&sr=1-1-
		spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlma
		WVyPUEzUU9JRjBFVktMM00mZW5jcnlwdGVk
		SWQ9QTA5OTA4MzMxUE5DNEs2WDFES1VZJ
		mVuY3J5cHRlZEFkSWQ9QTAyOTk1MzAzMjQ
		3VUsyUjJEVjY3JndpZGdldE5hbWU9c3BfYXRm
		JmFjdGlvbj1jbGlja1JlZGlyZWN0JmRvTm90TG9n
		Q2xpY2s9dHJ1ZQ==
		<u> </u>
Tickets	Raffle Tickets	• Amazon
	• Quantity 1:	https://www.amazon.com/dp/B08G44DZCQ/ref=sy
	(\$11.95)	n sd onsite desktop 0?ie=UTF8&pd rd plhdr=t&
	• Quantity 2:	th=1
	(\$23.90)	
Balloon Blower	• (\$17.99)	• Amazon
	(4 )	https://www.amazon.com/IDAODAN-Portable-
		Electric-Inflator-
		Decoration/dp/B012A7R7I8/ref=sr 1 4?crid=2UO
		<u> </u>
		83XRWGC8J0&keywords=balloon%2Bblower&qi
		d=1677368403&s=toys-and-
		games&sprefix=balloon%2Bblower%2Ctoys-and-
		games%2C139&sr=1-4&th=1
Lamination sheets	Plastic	Amazon
Lammation sheets	lamination sheets	https://www.amazon.com/dp/B00BWU3HNY/ref=t
		wister B0B3R1KFYJ? encoding=UTF8&th=1
	(100ct)	wister_bobskiki is:_encoding=01178&m=1
DI	• (\$13.02)	
Photoprinter paper	• 1 ream, 500	• Amazon
	sheets	https://www.amazon.com/AmazonBasics-
	• (\$8.49)	Multipurpose-Copy-Printer-
		Paper/dp/B01FV0F8H8/ref=sr_1_1_ffob_sspa?crid
		=W4PSHC9UV27J&keywords=printer%2Bpaper&
		qid=1677369679&s=electronics&sprefix=printer%
		2Bpaper%2Celectronics%2C161&sr=1-1-
		spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyP
		UExSFM4MVRVWDJTSkJQJmVuY3J5cHRlZElk
		PUEwNTAyNjM5TlpFTlhKWTZIRINCJmVuY3J5
		cHRIZEFkSWQ9QTA5NDAzNTkzTUNaSURLQ
		VA5TkpRJndpZGdldE5hbWU9c3BfYXRmJmFjd
		Glvbj1jbGlja1JlZGlyZWN0JmRvTm90TG9nQ2xp
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3.6 1 1: 1	D1 1 200	
Membership cards	Blank 200ct	<ul> <li>Amazon</li> </ul>
	pack	https://www.amazon.com/200-Pack-Printers-
	• (\$23.99)	Specialist-
		Compatible/dp/B0716J4RQV/ref=sr 1 1 sspa?key
		words=membership%2Bcards&gid=1677369820&s
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		spons∣=A259KVW6HI7JTA&spLa=ZW5jcnl
		wdGVkUXVhbGlmaWVyPUEyQzJNSjk2OFNPVj
		hIJmVuY3J5cHRlZElkPUEwMTQ4MDQzMTY1S
		kZISDJCTkdTQyZlbmNyeXB0ZWRBZElkPUEw
		MDk2NjkyM01aQ11URTFQR0M5NyZ3aWRnZX
		ROYW11PXNwX2F0ZiZhY3Rpb249Y2xpY2tSZ
		WRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU&
		<u>th=1</u>
Photo printer ink	Color Ink (3)	Amazon
	pack, \$37.98)	Color Ink
	<ul> <li>Black Ink (1ct</li> </ul>	Black Ink
	(\$21.99)	

Join AHA for

# Murder Mystery

Night





When: Thursday, April I3
5PM-7PM

location: TBA









# **Certificate of Completion**

This certifies that

Lizette Roman

successfully completed

Food Safety and Handling

on 6/15/2022