

# 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: [REDACTED]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: [REDACTED]

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  
 BRIEFLY DESCRIBE THE EVENT:

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

## PART 4 - COST BREAKDOWN

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

## 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 [REDACTED]

TIME STAMP:





# Pizza Party Estimate

Food with Soul, Served with Heart

Estimate ID: Wong APR162023 (30ppl)

Date of Event: 4/16/2023

2416 J Street

Sacramento, CA 95816

Phone: (916) 443-0440

Email: julie@chicagofire.com

**Instructions:**

**To:**

Contact Name: [REDACTED]

Party Name:

Phone:

Email: [REDACTED]

DESCRIPTION	Quantity	Cost (PP)	total
Lake Shore Pkg (per person)	30	\$20.00	\$ 600.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Est. Taxes		8.75%	\$52.50
20% Gratuity		20%	\$120.00
<b>Total Estimate</b>			<b>\$772.50</b>

## Event on April 15th

Tapia, Amanda <ATapia9@cslanet.calstatela.edu>

Fri 3/17/2023 10:51 AM

To: [REDACTED]

Cc: Landeros, Lizzette <llander7@calstatela.edu>

Hello [REDACTED]

Thanks for stopping by today. Per our conversation, UAS Dining Conference & Events approves your dinner at Chicago Fire for your event in Sacramento as we cannot service this area.

Have a great visit to Sacramento!

Best,

Amanda Constantine (Tapia)

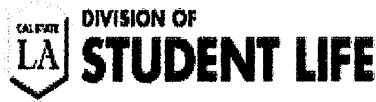
CAL STATE LA

University Auxiliary Services Inc. - Dining Services

Conference & Events Sales Manager

Email: [ATapia9@calstatela.edu](mailto:ATapia9@calstatela.edu)

Main Line: (323) 343-6770



Event Registration

**LDC Meeting Dinner**

Revised By: [REDACTED] Version 2

**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?

Lobby Days Caucus

**Event Name**

LDC Meeting Dinner

**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.

As part of our trip to Sacramento's State Capitol to attend a national lobbying event, the LDC will host a dinner for the participants at a local restaurant in Sacramento. The amount requested for dinner should not exceed \$800.00.

**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**

04/15/2023 - 7:00 PM

## End Date/Time

04/15/2023 - 9:00 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?

No

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

Off-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.

n/a

### 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.



## 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?

We do not plan on marketing this event to anyone outside of the organization.

### Who is invited to this event?

Student organization members

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

No

## Tags

FOOD

## 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.  
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?

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

### Who will be providing the food?

Student Organization

### Temporary Food Facility Form Upload\*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form and to the required experience.  
[9e5d8302-f1f1-482a-97f8-77e1e1b0dc59.pdf](#)

**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**





## Scroll up to submit this form.

### 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 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

**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



# LDC MEETING DINNER

**@ CHICAGO FIRE RESTAURANT**  
**2416 J St. Sacramento, CA.**  
**Saturday, April 15, 7:00 p.m.**



The Lobby Days Caucus of Cal State LA would like to celebrate the return to the in-person Lobby Days event organized by the National Association of Social Workers. Please join us in this celebration and connect with fellow peers.



Email

For inquiries, please email

\_\_\_\_\_ (\_\_\_\_\_) at:

\_\_\_\_\_

\_\_\_\_\_  
(Administrator, Advisor)

\_\_\_\_\_