

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]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: *Dali Ramon*

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:



Event Registration

[APPROVED]

Animal Shelter Project - Fear and Anxiety Shelters for Dogs

Submitted By: [REDACTED] on 5/2/2023 1:02:42 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?

Golden Eagle Makers

Event Name

Animal Shelter Project - Fear and Anxiety Shelters for Dogs

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

About the event

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

The Golden Eagle Makers are continuing their volunteering work with North Central Animal Shelter by creating shelters for dogs with fear and anxiety. We will be using the Makerspace's equipment to help design these shelters, and we will also be requesting funding from ASI to help with materials.

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

05/20/2023 - 9:30 AM

End Date/Time

05/20/2023 - 5:00 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

On Campus Locations

Other (please describe exact location in the next question)

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.

ET B-111 (Makerspace)

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?

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

SERVICE

Cover Image

Please select an image that corresponds to your event.



GOLDEN EAGLE MAKERS

Event Details

Event Category

Please select any of the categories above that best describes your event. Note, for 2022-23 organization meetings and tabling must also be registered.
Community Service

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>
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

A handwritten signature in black ink, appearing to read "Chavez", written on a signature pad.

Scroll up to submit this form.

Your Cart (8)

[Share](#)

[Remove All Items](#)

[Checkout](#)

! We're sorry, there's a problem with your cart. Please correct any errors indicated below and try again.

Pickup

Alhambra (2 items) [Curbside Available](#)

! This item can only be purchased in-store at this location. This item can only be purchased in-store at this location.



2 in. x 4 in. x 8 ft. Brown Stain Ground Contact Pressure-Treated Lumber WW (Actual: 1.5 in. x 3.5 in. x 96 in.)

Nominal Product Length (ft.): ...
Color/Finish: **Brown**

\$123.60
(\$6.18/item)

20

Pickup at [Alhambra](#)

Delivering to 91801

Pickup

Today
1,628 in stock
FREE

Delivery

Tomorrow
4,950 available

[Save for Later](#)

[Save to Favorites](#)

[Remove](#)



HDX 70 Gal. Tough Storage Tote with Wheels in Black with Yellow Lid

Pack Size: 1
Storage Capacity: 70 GA-Gal...
Color Family: **Yellow**

\$339.92
(\$84.98/item)

4

Pickup at [Alhambra](#)

Delivering to 91801

Pickup

Today

23 in stock

FREE

Delivery

Today

24 available

[Save for Later](#)

[Save to Favorites](#)

[Remove](#)

Delivery

91801 (1 item)



3/4 in. x 4 ft. x 8 ft. CC Pine Pressure-Treated Plywood

Model #231428

\$185.04

(\$61.68/item)

3

Pickup at [Alhambra](#)

Delivering to 91801

Pickup Nearby

Today

In stock 4.0 mi away

FREE

Delivery

Tomorrow

232 available

[Save for Later](#)

[Save to Favorites](#)

[Remove](#)

Subtotal	\$648.56
Pickup	FREE
Delivery	\$79.00
Sales Tax (determined in later step)	---

Total **\$648⁵⁶**

[Have a promo code?](#)

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

Checkout

— or —

Your Cart (3)

[Share](#)

[Remove All Items](#)

[Checkout](#)

Pickup

Alhambra (2 items) [Curbside Available](#)

Limit 5 per Order



Makita 18V LXT Lithium-Ion Brushless Cordless 4-1/2 in./5 in. Cut-Off/Angle Grinder (Tool-Only)

Battery/Charger: **Tool Only**
 Grinder Switch Type: **Sliding ...**
 Wheel Diameter (in.): **5 in**

\$179.00

Pickup at [Alhambra](#)

Delivering to 91803

<p>Pickup</p> <p>Today</p> <p>5 in stock</p> <p>FREE</p>	<p>Delivery</p> <p>Tomorrow</p> <p>3,346 available</p> <p>FREE</p>
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Add a Home Depot Protection Plan by Allstate?
 2-year Protection for **\$25.00** [Learn More](#)

[Save for Later](#)

[Save to Favorites](#)

[Remove](#)

Limit 1 per Order

Limit 1 per Order



Makita 18V LXT Lithium-Ion Brushless Cordless Hammer Drill and Impact Driver Combo Kit (2-Tool) w/ (2) 4Ah Batteries, Bag

Attachment Options: **Combo ...**
 Number of Tools Included: **2**

\$299.00

Pickup at [Alhambra](#)

Delivering to 91803

1

<p>Pickup</p> <p>Today</p> <p>5 in stock</p> <p>FREE</p>	<p>Delivery</p> <p>Tomorrow</p> <p>1,492 available</p> <p>FREE</p>
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Add a Home Depot Protection Plan by Allstate?
2-year Protection for **\$45.00** [Learn More](#)

[Save for Later](#) [Save to Favorites](#) [Remove](#)

Delivery

91803 (1 item)

Limit 5 per Order



DEWALT 15 Amp Corded 10 in. Job Site Table Saw with Rolling Stand

Model #DWE7491RS

\$649.00

Pickup at [Alhambra](#)

Delivering to 91803

<p>Pickup Nearby</p> <p>Today</p> <p>In stock 5.2 mi away</p> <p>FREE</p>	<p>Delivery</p> <p>Thursday, May 11</p> <p>136 available</p> <p>FREE</p>
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Add a Home Depot Protection Plan by Allstate?
3-year Protection for **\$100.00** [Learn More](#)

[Save for Later](#) [Save to Favorites](#) [Remove](#)

1

Subtotal	\$1,127.00
Pickup	FREE
Delivery	FREE
Sales Tax (determined in later step)	---

Total **\$1,127⁰⁰**

[Have a promo code?](#)

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.



**FEAR & ANXIETY
HOMES FOR DOGS
AND
OUTDOOR
SHELIVING UNIT**

