

# FUNDING REQUEST FORM

## PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: *Naazneen Malida*

CLUB/ORG: Muslim Student Association (MSA)  
 EVENT TITLE: End of the Year Banquet  
 DATE(S) OF EVENT: 05/19/2023 SEMESTER: SPRING  
 EVENT LOCATION: USU LA Room  
 TOTAL ATTENDANCE: 30  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event will include a recap of our semester's events, provide food to the members of the club, and enjoy one last event together with the graduating class.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event will provide a greater sense of belonging to the Cal State LA students and prove that we are grateful for the student involvement this semester and look forward to their attendance in the future.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Raffle Tickets	\$12.00
Gift Basket	\$45.00	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Food	\$400.00
Decorations	\$80.00	
Utensils	\$80.00	

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$617.00  
 TOTAL REQUESTED FROM ASI \$650.00  
 AMOUNT FROM OTHER SOURCES [REDACTED]  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 [REDACTED]

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]  
 TIME STAMP: [REDACTED]



Event Registration

**MSA banquet**

Submitted By: [REDACTED] 4:47:49 PM

**[APPROVED]**

### 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?

Muslim Student Association

### Event Name

MSA banquet

### 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.

Its a end of the year celebration with the board and its general remember with photobooth, raffles, gifts for graduating seniors and a celebration of another end of semester.

### 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

05/19/2023 - 11:00 AM

## End Date/Time

05/19/2023 - 1:00 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://docs.google.com/forms/d/1Dxa4J6\\_1p6kTT8DOKZXmx-hg2PlzvtIT8avtX3Dxp8g/edit](https://docs.google.com/forms/d/1Dxa4J6_1p6kTT8DOKZXmx-hg2PlzvtIT8avtX3Dxp8g/edit)

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

On-Campus

## On Campus Locations

University-Student Union Building

## 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.

LA room

## 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

[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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

@calstatelamsa

### Marketing Media Upload\*

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

[76c8bd0f-6017-4c5e-a5d7-3ecfe1d6908f.jpg](#)

### Who is invited to this event?

General Public

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

No

## Tags

FREE FOOD

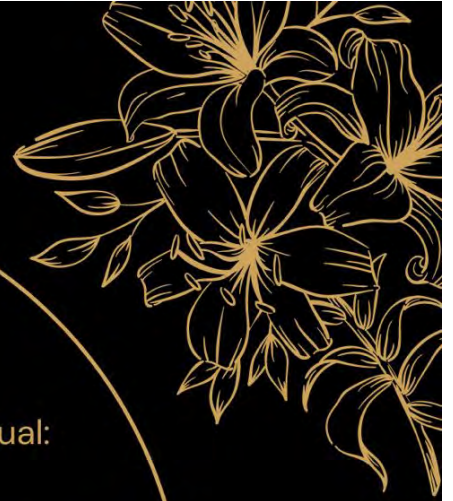
RECREATION

## Cover Image

Please select an image that corresponds to your event.



CSULA MSA  
MUSLIM STUDENT ASSOCIATION



CSULA MSA invites you to our annual:

*End of the Year  
Barquet*

05 . 19 . 23

University Student Union  
LA Room | 11:00am-1:00pm

Jummah Prayer  
Reflection Room | 1:15pm

Lunch will be provided  
RSVP with the link in our bio



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.  
Recreational 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?

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.

[c0eac708-29ec-4507-8d22-ee41d30614c5.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

A handwritten signature in black ink, appearing to read 'M. [unclear]', written on a signature pad.

**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:



supernal 150pcs Black Plastic Plates, Black and Gold Plastic Plates, Gold Plastic Silverware, Black and Gold Dinnerware Set, Premium Plastic Tableware, Perfect for Birthday, Party, Wedding ★★★★☆ 890 **\$52.99** ✓prime

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## N9R 300pcs Gold Plastic Silverware Dinnerware Flatware- Heavyweight Gold Plastic Cutlery Set, 100 Gold Forks, 100 Gold Spoons, 100 Gold Knives, Gold Utensils for Party, Wedding, Birthday

Visit the N9R Store ★★★★☆ (4.6) 1,700 ratings  
**Amazon's Choice** for "gold plastic forks and knives"

**\$37.99** (\$0.13 / Count)

FREE Returns  
Join Prime to buy this item at **\$33.99**

Get \$60 off instantly: Pay **\$0.00** \$37.99 upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

<b>Brand</b>	N9R
<b>Number of Pieces</b>	300
<b>Material</b>	Plastic
<b>Color</b>	Gold-300Pack
<b>Product Care Instructions</b>	Hand Wash Only
<b>Recommended Uses</b>	All Occasions

**prime**  
Enjoy fast, **FREE** delivery, exclusive deals and award-winning movies & TV shows with Prime  
Try Prime and start saving today with **Fast, FREE Delivery**

**Delivery** Pickup

**Buy new:**  
**\$37.99** (\$0.13 / Count)  
FREE Returns  
FREE delivery **Thursday, May 11**  
Or fastest delivery **Monday, May 8**. Order within **7 hrs 29 mins**  
Select delivery location  
**In Stock**  
Qty: 1  
**Add to Cart**



6-Pack White Round Paper Tablecloths – 82in Paper Table Cloths for Parties Disposable – Linen Like Disposable White Tablecloth Round Cover with Plastic Backing

\$38.49 prime

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Sponsored



### Exquisite 6-Pack Premium Plastic Tablecloth 84in. Round Plastic Table Cover - Black

Visit the Exquisite Store  
★★★★☆ (4.6) 5,480 ratings

Amazon's Choice in Tablecloths by Exquisite

\$15.99 (\$2.67 / Count)

Get Fast, Free Shipping with Amazon Prime  
FREE Returns

Get \$60 off instantly: Pay \$0.00 \$15.99 upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Color: Black

- \$14.99 (\$2.50 / Count)
- \$14.99 (\$2.50 / Count)
- \$15.99 (\$2.67 / Count)
- \$14.99 (\$2.50 / Count)
- \$15.99 (\$2.67 / Count)
- \$14.99 (\$2.50 / Count)
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- \$15.99 (\$2.67 / Count)
- \$15.99 (\$2.67 / Count)
- \$14.99 (\$2.50 / Count)
- 

Roll over image to zoom in



VIDEO



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Try Prime and start saving today with Fast, FREE Delivery

Delivery Pickup

Buy new: \$15.99 (\$2.67 / Count)  
Get Fast, Free Shipping with Amazon Prime  
FREE Returns  
FREE delivery Thursday, May 11 on orders shipped by Amazon over \$25

Or fastest delivery Monday, May 8. Order within 7 hrs 30 mins

Select delivery location

In Stock

Qty: 1

Add to Cart





(24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad

★★★★☆ 6,405

\$16.14 \$16.99 ✓prime

Save 5% more with Subscribe & Save



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2 VIDEOS



# L LIKED Raffle Tickets Double Roll 2000 Tickets Consecutively Numbered 50/50 Raffle Tickets for Event Party Prize Drawing Perforated Stubs (Easy Read White)

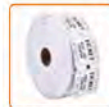
Visit the L LIKED Store

★★★★☆ (4.7) 25 ratings

\$11.99

Get Fast, Free Shipping with Amazon Prime FREE Returns

Color: White



\$11.99



\$11.99



\$11.99



\$11.99



\$11.99



\$11.99



\$11.99



\$39.99



\$11.99

- White 50/50 Double raffle tickets,each tickets "2"x2", 2000 tickets of roll
- Perfect for any type of event. low lighting events or outdoor events



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Delivery

Pickup

\$11.99

Get Fast, Free Shipping with Amazon Prime FREE Returns

FREE delivery Thursday, May 11 on orders shipped by Amazon over \$25

Or fastest delivery Monday, May 8. Order within 21 hrs 45 mins

Select delivery location

In Stock

Qty: 1



" OCCASIONS " 60 Plates Pack, Vintage Party, Disposable Wedding Party Plastic Plates (10.25" Dinner Plate, Portofino in Ivory)

★★★★★ 18 \$42<sup>90</sup>

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Roll over image to zoom in



### " OCCASIONS " 50 Plates Pack (25 Guests)-Heavyweight Wedding Party Disposable Plastic Plate Set -(25 x10.5" Dinner +25 x 8" Salad/dessert (Imperial in White/Black & Gold)

Visit the OCCASIONS FINEST PLASTIC TABLEWARE Store

★★★★★ (4.7) 1,032 ratings | 17 answered questions

\$38<sup>90</sup> (\$1.56 / Count)

FREE Returns

Get \$60 off instantly: Pay \$0.00 \$38.90 upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Color: E. Imperial Black & Gold



\$38.90 (\$1.56 / Count) \$34.90 \$32.90 \$36.90 \$38.90 (\$1.56 / Count) \$42.90 (\$1.72 / Count) \$36.90



\$36.90 (\$1.48 / Count) \$38.90 (\$1.56 / Count) \$38.90 (\$1.56 / Count) See available options

Size: 50 Piece (25 Guest)



prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime Try Prime and start saving today with Fast, FREE Delivery

Delivery

Pickup

Buy new:

\$38<sup>90</sup> (\$1.56 / Count)

FREE Returns

FREE delivery Thursday, May 11

Or fastest delivery Monday, May 8. Order within 3 hrs 43 mins

Select delivery location

Only 13 left in stock - order soon

Qty: 1

Add to Cart

Buy Now

Payment Secure transaction



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# Broadway Basketeers Condolences Gourmet Chocolate Gift Basket, Kosher Sympathy Food Gift Baskets for Delivery, Perfect Care Package Box or Assorted Snack Gifts for Bereavement, Loss, Funeral, or Shiva

Visit the Broadway Basketeers Store

★★★★☆ (4.3) 36 ratings

Amazon's Choice for "kosher food gift baskets"

Was: \$49.97 Details  
Deal Price: **\$44.41** (\$44.41 / Count)  
You Save: **\$5.56** (11%)

Get \$60 off instantly: Pay **\$0.00** ~~\$44.41~~ upon approval for the Amazon Store Card. No annual fee.

### Diet type

✓ Kosher

### Ingredients

### About this item

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Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime  
Try Prime and start saving today with Fast, FREE Delivery

Delivery Pickup

**One-time purchase:**  
**\$44.41** (\$44.41 / Count)  
**FREE delivery Thursday, May 11**  
Or fastest delivery **Monday, May 8**. Order within 1 hr 7 mins  
Select delivery location  
**In Stock**  
Qty: 1  
**Add to Cart**



Group Order Sign Up For Deals

# Fatima's Grill

7840 Firestone Blvd  
Downey, CA 90241  
(562) 659-7585  
10:00 AM - 9:30 PM  
96% of 234 customers recommended

This Menu is only available at Downey. ✕

Long Beach:  
<https://www.toasttab.com/fatimasgrilllongbeach/v3/>

Montebello:  
[https://www.toasttab.com/fatimasgrillmontebello/v3](https://www.toasttab.com/fatimasgrillmontebello/v3/)

Paramount:  
[https://www.toasttab.com/fatimasgrillparamount/v3](https://www.toasttab.com/fatimasgrillparamount/v3/)

Carryout, ASAP (25 to 45m) [Change](#)

Expand Menu

FRIES ^

MINI FRIES ^

## Your items

20 x Chicken Shawarma Platter \$339.80 🗑️

Subtotal:	\$339.80
Convenience Fee:	\$1.50
Estimated Tax:	\$33.98
<b>Total:</b>	<b>\$375.28</b>

Checkout \$375.28



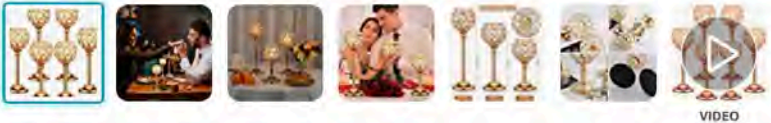
Stonebriar 18 Hour Long Burning Unscented Pillar Candles, 3x3, White, Pack of 6 4.5 stars 1,258 \$16.49 prime

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Roll over image to zoom in



### Crystal Candle Holders Gold 6Pack, Table Centerpieces Decoration for Wedding Halloween, Christmas, Birthday Party Holiday, Home Decor TeaLight Candle Stick Holder

Brand: KeVeulen 4.5 stars (5.0) 1 rating

\$45.99

FREE Returns

Coupon: Apply 10% coupon Shop items | Terms

Get \$60 off instantly: Pay \$0.00 \$45.99 upon approval for the Amazon Store Card. No annual fee.

Extra Savings Promotion Available 1 Applicable Promotion

Color: Gold



\$45.99



\$52.99

Color Gold Material Metal

prime

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Delivery Pickup

\$45.99

FREE Returns

FREE delivery Thursday, May 11

Or fastest delivery Monday, May 8. Order within 7 hrs 32 mins

Select delivery location

Only 10 left in stock - order soon

Qty: 1

Add to Cart



Yesker Photo Video Studio 10ft Adjustable Backdrop Stand, Background Support System Kit with Carry Bag for Photography Studio Parties Wedding

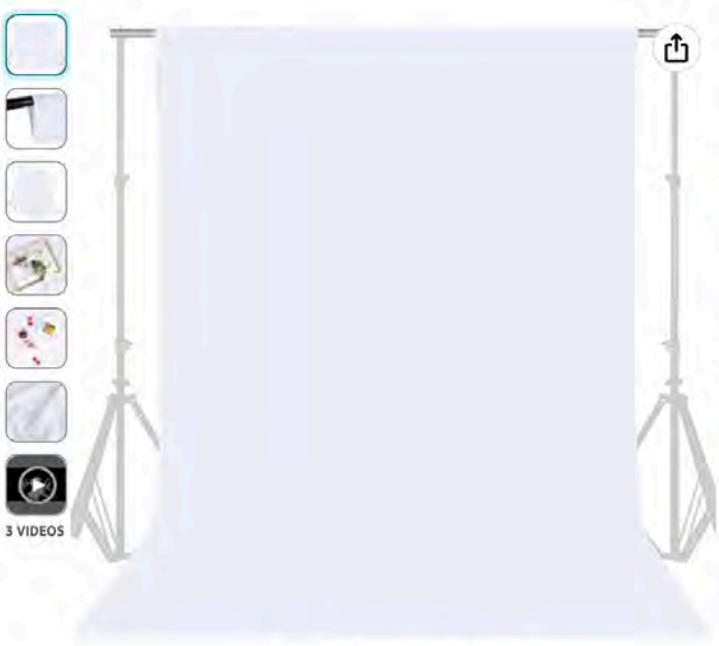
★★★★☆ 5,031

\$39.99 prime

Save 5% with coupon

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Roll over image to zoom in

# GFCC 8FTX10FT White Backdrop Background for Photography Photo Booth Backdrop for Photoshoot Background Screen Video Recording Parties Curtain

Visit the GFCC Store

★★★★☆ (4.4) 7,015 ratings | 57 answered questions

Amazon's Choice for "backdrop"

-5% \$18.99

Was: \$19.99

Get Fast, Free Shipping with Amazon Prime

FREE Returns

Get \$60 off instantly: Pay \$0.00 \$18.99 upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Color: White

-  \$18.99
-  \$21.74
-  \$25.58
-  \$21.74
-  \$25.14
-  \$21.74
-  \$21.74

- 
- 
- 

prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime

Try Prime and start saving today with Fast, FREE Delivery

Delivery

Pickup

Buy new:

\$18.99

Get Fast, Free Shipping with Amazon Prime FREE Returns

FREE delivery Thursday, May 11 on orders shipped by Amazon over \$25

Or fastest delivery Monday, May 8. Order within 7 hrs 35 mins

Select delivery location





CSULA MSA invites you to our annual:

*End of the Year  
Barquet*

05 . 19 . 23

University Student Union  
LA Room | 11:00am-1:00pm

Jummah Prayer  
Reflection Room | 1:15pm

Lunch will be provided  
RSVP with the link in our bio

