

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:





Golden
Eagle
Hospitality

for: Event # E39909
on: Thursday, May 18, 2023

Client/Organization Sociology Club	Event Date 5/18/2023 (Thu)	Booking Contact [REDACTED]	Event # E39909
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Sociology Honors Convocation	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room
		8:00 pm	9:00 pm	Ballrm 3
		7:00 pm	9:00 pm	Pre-Function Area (Ballroom)

Food & Beverage

Food/Service Items	Unit	Price	Total
- 5/18/2023 - 8:00 pm			
Food Setup on PATIO at 6:30PM			
(150) Stationary Appetizers Chicken Taquitos w/ salsa Chicken Satay marinated in coconut milk / a peanut dipping sauce BBQ Meatballs Beef Sliders on a Hawaiian roll Vegetable Eggs Rolls with a sweet chili sauce Truffle Mac and Cheese Balls Cheese Plate	Guest(s)	43.00	6,450.00
(150) Assorted Cookies & Dessert Bars	Gallon(s)	7.00	1,050.00
(150) Lemonade and Water Station	Guest(s)	5.50	825.00
(150) Coffee Service	Guest(s)	6.00	900.00

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
- 5/18/2023 - 8:00 pm			
(2) Check In Tables - Outside Ballroom	Each		
Theater Style for 150			
(6) Cocktail Tables with White Linen - Setup in back of room	Each	25.00	150.00
(1) Podium and Wired Microphone - South Wall (Airwall)	Each	50.00	50.00
(1) 7ft Table with Linen and Skirting - South Wall	Each	10.00	10.00
(1) My Fiesta Supplies (#5767)	Each	150.45	150.45
(30) Labor Fee	Hour(s)	45.00	1,350.00

Notes

Est. 2135

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	9,225.00	0.00	0.00	1,710.45	0.00	0.00	0.00	10,935.45
Service Charge	1,568.25	0.00	0.00	290.78	0.00	0.00	0.00	1,859.03
Taxes	1,025.36	0.00	0.00	0.00	0.00	0.00	0.00	1,025.36
Total	11,818.61	0.00	0.00	2,001.23	0.00	0.00	0.00	13,819.84

Subtotal	10,935.45	Paid	0.00
Tax	1,025.36	Balance	13,819.84
Service Charge	1,859.03		
Total Value	13,819.84		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Event Registration

Sociology Honors Convocation

Submitted By: [REDACTED] n 4/20/2023 6:21:33 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?

Sociology Club at California State University Los Angeles

Event Name

Sociology Honors Convocation

Estimated Attendance

Please describe the estimated attendance of participants for this event.

200

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.

A celebration of student accomplishments over the 2022-2023 academic year. Faculty from the Department of Sociology will give certificates of recognition to students who have contributed service to the community through volunteering, internships, or service-

learning projects, essential/front line activities or care work during the COVID-19 pandemic. We will recognize new Alpha Kappa Delta and National Honor Society in Sociology members.

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

05/18/2023 - 5:30 PM

End Date/Time

05/18/2023 - 7:30 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 email

On Campus Locations

Golden Eagle Ballroom(s)

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

On-Campus

You have indicated that you want to hold this event at the Golden Eagle Ballroom(s).

- After submitting this form, please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your ballroom request.

- UAS will either approve or deny this form submission based on their availability of the Golden Eagle Ballroom(s). After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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.

Golden Eagle Ballroom 3

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.

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.

How do you plan on marketing this event?

Email

Social Media

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

Social Media Site

Instagram

Social Media Handle

csulasocclub47

Marketing Media Upload*

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

[865fe88b-30cc-4fba-9d39-8a5b9638a60a.jpg](#)

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION

FOOD

GOLDEN EAGLES/CAMPUS SPIRIT

SERVICE

Cover Image

Please select an image that corresponds to your event.

Sociology Club

Presents

Sociology Honors Convocation

Please join us in celebrating
student accomplishments!

- Witness students being initiated into Alpha Kappa Delta, the National Honor Society in Sociology
- Find out which students won scholarships and/or Sociology Awards
- Learn which students earned Service to the Department and/or Service to the Community Awards



**Thursday
May 18th**

5:30-7:30pm

Golden Eagle

Ballroom 3

Light

Refreshments

**Check-in and
refreshments**

begin at 5:30pm

All Students Welcome!

Ceremony from

5:30-7:30pm



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.
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?

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?

University/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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

Sociology Club

Presents

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