

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE: *Yolbe Agundez*

CLUB/ORG: Early Entrance Program Club
 EVENT TITLE: Fright Night
 DATE(S) OF EVENT: October 28th, 20 SEMESTER: FALL
 EVENT LOCATION: 616 S Catalina Ave, Redondo Beach,
 TOTAL ATTENDANCE: 35
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:
 CSULA students will gather for an evening of historical conversation and media analysis, along with games and food to celebrate Halloween.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event fosters intellectual engagement in a unique and festive way, inviting all arts and history lovers (as well as anyone who wants to learn more about the subjects) to come and build a sense of community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Food: Candy (and bags), water, sod	\$104
	Decorations	\$250

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Costume Contest	\$105
	Historical/Storytelling Competition	\$15

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:



[APPROVED]

Event Registration

Fright Night

Submitted By: [REDACTED]

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?

Early Entrance Program Club

Event Name

Fright Night

Estimated Attendance

Please describe the estimated attendance of participants for this event.

35

About the event

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

CSULA students will gather for an evening of historical conversation and media analysis, along with games and food for all while in the spooky season of Halloween. Students will participate in events such as storytelling competitions in which they can act as historical figures. Common themes and media surrounding Halloween are also discussed to increase critical thinking and analysis skills.

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

10/28/2023 - 4:00 PM

End Date/Time

10/28/2023 - 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?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires <http://> or <https://>

https://docs.google.com/forms/d/e/1FAIpQLScULxoQQQSiSilw1s9TKKbf6lreeUmKSm6yi3UDVYTcKKe2dg/viewform?usp=sf_link

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.

CSULA students will gather for an evening of historical conversation and media analysis, along with games and food to celebrate Halloween.

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.

[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. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

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?

Cal State LA Community

Will off-campus media be notified about this event?

No

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

No

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

COMMUNITY BUILDING AND CELEBRATION

SOCIAL

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



JOIN US FOR

FRIGHT NIGHT!

STORYTELLING - PUMPKIN PAINTING -
COSTUME COMPETITION

28
OCTOBER | START: 4 PM
2023 | END: 9 PM

RSVP HERE:



Event Details

Event Category

Please select any of the categories above that best describe your event. Note 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.

Off Campus Event

Will the event have an admission charge, registration? fee, or raise any proceeds to benefit the organization

Yes

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 via email asivcf@calstatela.edu 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of

your event?

No

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

The \$10 allows us to fund items for the event such as the prizes for involvement in our Historical Storytelling, Costume and Food Competition. Remaining funds are used to support club events that will ultimately go towards future community building and student-focused events.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

U-SU Student Organization Account

BC027

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink, appearing to be "Zabun", written over a signature pad field.

Fright Night Itemized Budget

Decorations and other related items (\$250)

- **Indoor Halloween Decoration Set with 60 pcs including table covers & banners (\$10)** - [Amazon.com: Halloween Decorations Indoor Set , -Halloween Fireplace Mantel Scarf & Round Table Cover & Lace Table Runner &Halloween Banner & 60 pcs Scary 3D Bat for Halloween Party decorsr,Spooky Home Decor](#)
- **Spider Web decorations w 150 fake spiders (\$10)** - [Amazon.com : 1400 sqft Halloween Spider Webs Decorations with 150 Extra Fake Spiders, Super Stretchy Cobwebs for Halloween decor Indoor and Outdoor](#)
- **Cauldron (for food ranking collection; also could be decor piece too) (\$13)** - [Amazon.com: GiftExpress 8" Black Cauldron Kettle, St Patrick's Cauldron Pot of Gold, Cauldron Halloween Decor](#)
- **Plates Napkins Forks Knives (serves around 50 ppl) (\$41)** [Amazon.com: Dandat 350 Pcs Halloween Spider Web Disposable Party Supplies Set 50 Pcs 9" Dinner Plates 7" Dessert Plate 9oz Cups Lunch Napkins Forks Knives Spoons Black and White Spiderweb Halloween Decorations](#)
- **Fog Machine and Fog Liquid (\$76)** - [Amazon.com: Smoke Machine, AGPTEK Fog Machine with 13 Colorful LED Lights Effect, 500W and 2000CFM Fog with 1 Wired Receiver and 2 Wireless Remote Controls, Perfect for Wedding, Halloween, Party and Stage Effect & Amazon.com: FogWorx Fog Juice - 1 Quart of Premium Odorless Fog Fluid \(32 oz\) - Medium Density, High Output, Long Lasting Fog Machine Fluid for 400 Watt to 1500 Watt Machines](#)
- **Pumpkin Carving Stencils (\$20)** - [Amazon.com: WANNTS Pumpkin Carving Kit Halloween, Safe and Easy Pumpkin Carving Set for Kids, DIY Stainless Steel Pumpkin Carving Tools for Halloween Decoration Jack-O-Lanterns, Gift for Halloween\(24 Pieces\)](#)

Decorations Total:

- Indoor Halloween Decoration Set with 60 pcs (\$10)
- Spider Web decorations w 150 fake spiders (\$10)
- Cauldron (\$13)
- Plates Napkins Forks Knives (serves around 50 ppl) (\$41)

- Fog Machine and Fog Liquid (\$76)
- Pumpkin Carving Stencils (\$20)
- Pumpkins (10)- \$100
- Speakers - \$80

=

\$250

Food (\$104)

- **Candy:** Over 255 individually wrapped candy bars (\$47) [Amazon.com: LA Signature HUGE Assorted Candy PARTY MIX BOX 6.50 LBS/104 OZ Over 255 Individually Wrapped Candies of All Time America's Most \(Purple\)](#)
- **Candy Bags:** 150 bags (\$7) [Amazon.com: CCINEE Halloween Cellophane Treat Bags, 150pcs Halloween Plastic Clear Candy Bags with 300pcs Twists for Snacks Cookies Packing](#)
- **Sodas:** Sprite and Coke (~\$30): [Amazon.com : Sprite, 12 fl oz, 12 Pack](#) and [Coca Cola Original, 12 Fl Oz Cans, 24 Pack](#)

Food Total:

- Candy: Over 255 individually wrapped candy bars (\$47) + 150 candy bags (\$7) = \$54
- Sodas: \$50

= \$104

Extra Expenses (\$105)

- Prize for winning the costume contest (tiered)
 - First Place: \$55
 - Second Place: \$35
 - Third Place: \$15
- Story-telling competition: \$15
- Note (all prizes would be in the form of gift cards)

Extra Expenses Total:

$$\$55 + \$35 + \$15 + \$15 = \$120$$

Grand Total

Decorations: \$250

Food and related items: \$104

Extra Expenses: \$120

Grand Total:

\$474



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FRIGHT NIGHT!



STORYTELLING - PUMPKIN PAINTING -
COSTUME COMPETITION

28
OCTOBER
2023

START: 4 PM
END: 9 PM

616 S CATALINA AVE, REDONDO
BEACH, CA, 90277

RSVP HERE:



ASI

ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.