

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: _____

CLUB/ORG: Golden Eagle Makers
 EVENT TITLE: Four Square Stencil Construction
 DATE(S) OF EVENT: 10/28/2023 SEMESTER: FALL
 EVENT LOCATION: ET B111 (Makerspace)
 TOTAL ATTENDANCE: 10
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 10

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Using our design, we will construct a hardboard stencil that will be used to paint a four square court for the West San Gabriel YMCA.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event gives students the opportunity to see how engineering and design can positively impact their community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	N/A	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	N/A	

MARKETING	DESCRIPTION:	AMOUNT:
	N/A	

OTHER	DESCRIPTION:	AMOUNT:
	1/8"x4'x8' Hardboard sheet (1 qty)	1 x \$14.48
	4" Satin Chrome Hinge (2 qty)	2 x \$8.35

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$31.18
 TOTAL REQUESTED FROM ASI \$31.18
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



[APPROVED]

Event Registration

Four square stencil construction

- 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?

Golden Eagle Makers

Event Name

Four square stencil construction

Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

About the event

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

As part of the Golden Eagle Makers' mission of using engineering and design to improve the LA community, we've been in contact with the West San Gabriel YMCA in search of projects to pick up. One of these projects would be to provide them with a court for children to play four square in. We have designed a stencil that, once constructed at this event, will be used to paint the four square stencil..

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

10/21/2023 - 12:00 PM

End Date/Time

10/21/2023 - 1:30 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?

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.

The Makerspace's meeting room: ET B111

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.

[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.

MEETING

SERVICE

WORKSHOP/SEMINAR

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.

GOLDEN EAGLE MAKERS

OCTOBER 2023

FOUR SQUARE STENCIL CONSTRUCTION

IN SUPPORT OF
THE WEST SAN GABRIEL YMCA



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.
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 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

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 'M. J. ...', written on a signature pad.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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 **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)



You're shopping Alhambra **OPEN** until 10 pm

Delivering to 91803

What can we help you find today?



My Account



Lists



Cart | 3 items

All Departments

Home Decor, Furniture & Kitchenware

DIY Projects & Ideas

Project Calculators

Installation & Services

Specials & Offers

Local Ad & Catalog

Your Cart (3)

Share

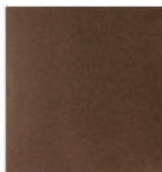
Remove All Items

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.



Hardboard Tempered Panel (Common: 1/8 in. x 4 ft. x 8 ft.; Actual: 0.115 in. x 47.7 in. x 95.7 in.) **\$14.48**

Model #832777

Pickup at Alhambra

Delivering to 91803

Pickup

Today
87 in stock
FREE

Delivery

Tomorrow
269 available

1

Save for Later | Save to Favorites | Remove



Everbilt 4 in. Square Radius Satin Chrome Commercial Grade Door Hinge **\$16.70**
(\$8.35/item)

Package Quantity: 1
Hinge Radius: **Square**
Finish: **Satin Chrome**

Pickup at Alhambra

Delivering to 91803

Ship to Store

Oct 9 - Oct 10
5 available
FREE

Delivery

Oct 9 - Oct 10
5 available
FREE

2

Save for Later | Save to Favorites | Remove

Your Order

Subtotal	\$31.18
Pickup	FREE
Sales Tax (determined in later step)	---

Total \$31.18

Have a promo code?

Checkout

— or —

PayPal Checkout



Easy In-Store and Online Returns

Read our Return Policy



Get up to \$100 off

Get a Home Depot Credit Card and receive **\$25** off your qualifying purchase of \$25+, **\$50** off purchases \$300+, or **\$100** off orders over \$1,000

Apply Now

Item Total	\$31.18
Savings	-\$25.00
New Total	\$6.18

Need Help?

See our online FAQs or phone us:

Online Customer Support: 1-800-430-3376

Major Appliances: 1-877-961-6683

Custom Blinds: 1-800-658-7320

Call 7 days a week - 6 a.m. to 2 a.m. EST

GOLDEN EAGLE MAKERS

OCTOBER 2023

FOUR SQUARE STENCIL CONSTRUCTION

IN SUPPORT OF
THE WEST SAN GABRIEL YMCA

