#### FUNDING REQUEST FORM

#### PART 1 - NOTICE & CHECKLIST



- 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.

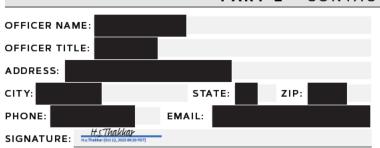
CSI EVENT REGISTRATION FORM

EVENT ESTIMATES / INVOICES (NOT PAID)

V EVENT FLYER WITH ASI LOGO

EQUIRED SUPPORTING MATERIAL ASED ON PURCHASES/EVENT

#### PART 2 - CONTACT & ORGANIZATION



сь Indian Student Association

EVENT TITLE: Rass Garba 2k23

DATE(S) OF EVENT: 20 October SEMESTER: FALL

EVENT LOCATION: LA ROOM ABC

TOTAL ATTENDANCE: 49

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 49

#### PART 3 - EVENT DESCRIPTION

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

Navrati is an Indian festival that's all about lively music, dancing, and celebrating. Other Information is attached in the other document in email. HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Hosting a Navaratri event can contribute to the cultural diversity of the campus. It showcases the university's commitment to inclusivity and respect for different cultures and traditions, providing students

#### PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:
_	Incense stick	11
PITALIT	flower garland	50
SPIT	Mix dry fruits	50
2	Godess & Lord photo frame	100
	Sugar ball's	10

DESCRIPTION:	AMOUNT:
Disc Jockey (Artist India One)	300
Fruits	30
Background Photo Booth	40
Chocolates and Candy	30
Peanuts	5

	DESCRIPTION:	AMOUNT:	
	Camphor balls	22	
E	Cottan wicks	8	=
A B K	Red Chunnari	45	Ξ
3	sandle wood powder	10	
	Sindhoor	10	

DESCRI	PTION:	AMOUNT:
Ghee		20

#### PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 700

TOTAL REQUESTED FROM ASI 700

AMOUNT FROM OTHER SOURCES

STAFF INITIALS

OFFICE USE ONLY

TIME STAMP:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:





#### Event Reg strat on

#### Raas Garba'23



Rev sed By: Fab Av na, fav na@ca state a.edu on 10/5/2023 3:28:31 PM - Vers on 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 Organ zat on

#### Host Organization Name

What Organization/Department is hosting the event?
Ind an Students Assoc at on

#### **Event Name**

Raas Garba'23

#### Estimated Attendance

Please describe the estimated attendance of participants for this event. 49

#### About the event

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

Navratr s an Ind an fest va that's a about ve y mus c, danc ng, and ce ebrat ng. Peop e gather n decorated p aces to s ng devot ona songs ca ed "aart s" to honor Goddess Durga. After that, the rea fun beg ns wth "Garba" and "Dand ya" dances.

In Garba, everyone forms a b g c rc e and dances gracefu y, usua y n trad t ona att re. It's ke a beaut fu, swr ng dance where you move around the c rc e.

Both Garba and Dand ya are f ed wth joy and ots of aughter. Peop e of a ages part c pate, making it a vely and nous vece ebration of music and culture during the Navratri festiva.

#### 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

10/20/2023 - 5:30 PM

#### End Date/Time

10/20/2023 - 9:30 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?

On ne

By ema

#### **RSVP Link**

Requires http:// or https:// https://forms.g e/CNukceXrwn3m74NK9

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

On-Campus

#### On Campus Locations

Un vers ty-Student Un on Bu d ng

#### 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 Rooms

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

#### 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?

Soc a Med a

#### Social Media Site

Instagram

#### Social Media Handle

sacsu a

#### Marketing Media Upload\*

If you plan on marketing this event with media, please upload a copy for review. b4962f8a-f318-4206-8b55-b83fbd120430.png

#### Who is invited to this event?

Ca State LA Commun ty

Genera Pub c

Will off-campus media	be	notified	about this event?	

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

Yes

No

By agreeing to this statement, you confirm that the file you've uploaded is accurate and contains all the necessary requirements for posting in the U-SU student org display case

CSI will print your file in color and post on your behalf. If the file does not meet the format or content criteria, your graphic may not be posted. I agree the graph c contains a necessary requirements and slup oaded in the correct format.

#### Tags

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

COMMUNITY BUILDING AND CELEBRATION

MUSIC & ENTERTAINMENT

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.





ASSOCIATION PRISENT



## RAAS Garba Nighi

Join us for an enchanting evening of rhythm, dance, and joy as we celebrate the vibrant and colorful festival of Navratri



Venue: LA Rooms (on campus) 20 October 2023 All welcome!



PROGRAM OF EVENTS START AT 6:00 PM ONWARDS STARTING WITH DURGA PUJA; FOLLOWED BY GARBA

#### **Event Category**

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered. Dance

#### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities. Not App cab e

#### 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.

## 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 C ub and Organization Funding please visit: https://asica.state.a.org/services/c ubs-and-organizations-funding. For any other questions contact the Vice President for Finance via emailiar as vcf@ca.state.a.edu.by.ca.ing.323-343-4478.

## 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 organization.

No

#### Student Organization Travel

#### Domestic Travel Guidelines

- 1. Student organ zations must submit an Event Registration Form at least 10 business days prior to their trave dates. Organ zations are encouraged to submit trave levent registration forms in advance of the minimum 10 business day requirement.
  - 1. Each Cal State LA student who w part c pate in this student organization trip must review, complete, and sign

- the Ind v dua Genera Re ease Form and Emergency Contact Form (both forms are ocated n one f e)
- 2. Your organ zat on should complete the general waver and emergency form process first **before** completing the Event Registration form.
- 3. Student organ zat on tr p organ zers must up oad a s gned cop es of both forms for each part c pant p ann ng on go ng on the tr p when submitting the Event Reg strat on form. Comb ne a forms nto 1 f e for up oad ng.

For more information on Student Organization Trave iplease refer to the Student Organization Handbook.

#### Individual General Release + Emergency Contact Form\*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

27ce8b6a-8257-42e8-bd09-2660c38245d3.pdf

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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

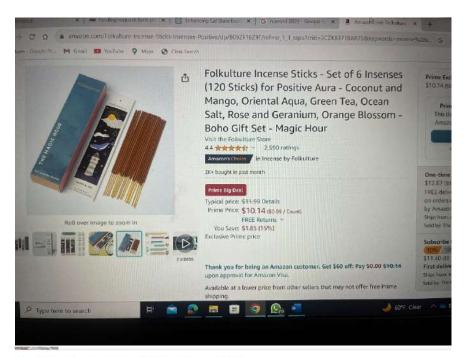
As an officer of this organization, I will take responsibility to ensure that the event that my organization is sponsoring will follow all guidelines set forth by the university. I acknowledge that this event and any associated event space reservations may be subject to cancellation based on my organization's 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



Scroll up to submit this form.



Home & Kitchen > Home Décor Products > Artificial Plants & Flowers > Artificial Flowers





Aditri Creation Set of 4 Red Orange
Artificial Flowers Ribbon Garland
Haar Mala for Idol-Mala for God,
Pooja Sringar Articles Ornament
(Size 7")
Visit the Aditri Creation Store
4.6 \*\*\*\*\* 34 ratings

\$1888

FREE Returns ~

Save 5% on 3 select item(s) Shop items>
Thank you for being an Amazon customer. Get \$60 off: Pay
\$0.00 \$18.88 upon approval for Amazon Visa.

#### 2-Day Delivery

Kirkland Signature Organic Whole Cashews, Unsalted, Unroasted, 2.5 lbs

Item 1617506

Your Price

\$16.99

Price Per OUNCE: \$0.43

2 Business Day Delivery when ordered by 12pm noon local time.

No separate delivery fee with 2-Day orders of \$75 or more.

#### Features:

- Whole Cashews
- Unsalted and Unroasted
- USDA Organic
- Kosher
- 40 oz Resealable Pouch



#### 2-Day Delivery

Kirkland Signature Trail Mix, 4 lbs

Item 1474436

Your Price

\$15.99

Price Per POUND: \$4.00

2 Business Day Delivery when ordered by 12pm noon local time.

No separate delivery fee with 2-Day orders of \$75 or more

#### Features:

- Peanuts
- · M&M's Milk Chocolate and Peanut
- Raisins
- Almonds

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Roll over image to zoom in



SHREE GANESH ENTERPRISE
GIFTING SOLUTIONS Goddess Ambe
MATA Photo Frame Ambika Durga
Sherawali Maa Painting Pooja Wall
Hanging (Wood, Poster with Frame,
Multicolour, 23.5x1x31cm)

Brand: SHREE GANESH ENTERPRISE GIFTING SOLUTIONS

\$4000

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Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$40.00 upon approval for Amazon Visa.

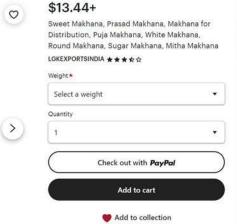
Brand: SHREE GANESH ENTERPRISE GIFTING SOLUTIONS

Color: Multicolour Shape: Rectangular

Mounting Type: Wall Mount









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\$85

FREE FREE Octo

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« Back to results





SATVIK 500 Pcs Handmade Long Û Cotton Wicks for Puja Pooja Jyot Batti for Oil Lamp Diyas for Diwali Deepawali Diya. Ideal for Brass, Kuber Clay Diya for Home Mandir

Temple Visit the Craftsman Store 4.0 ★★★★☆ ~ 333 ratings

\$898 (\$0.02 / Item)

FREE Returns ~

Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$8.98 upon approval for Amazon Visa.

Size: 500PCS



Roll over image to zoom in

Red Large Decorative Backdrop Cloth Chunari (Size :- 2.5 Meter) Chunni Puja Festival Decoration Chunr MATA Ki Chunri for Statue Chowki Aasan Mat Posters Frame

Visit the Aditri Creation Store

\$3999

Save 5% on 3 select item(s) Shop items>

Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$39.99 upon approval for Amazon Visa.

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

Color: Red

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Herbs Botanica Chandan Sandalwood Powder Organic 100gm / 3.52 oz For Skin, Face Pack, Face Mask, Worship Tilak, Auspicious Occasions 100% Natural, Soothing, Cleansing, Wrinkles

Visit the Herbs Botanica Store 4.5 ★★★★ Y 1,108 ratings | 7 answered questions Climate Pledge Friendly

Price: \$8.78 (\$2.49 / Ounce) FREE Returns

Coupon: Apply 5% coupon Shop items > | Terms

Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$8.78 upon approval for Amazon Visa.

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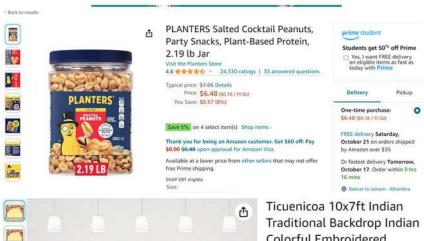
KSJONE Natural Dark Red Sindhoor Kumkum Powder for Pooja and Other Hindu Rituals, Tilak and Suhag Sindoor for Tilak Tika, Pooja,Pujan, Havan, Worship (40 Gram)





Roll over image to zoom in

Amul Pure Ghee, 1L (905g) prime student 4.2 ★★★☆ ~ 1,613 ratings | 16 answered questions Students get 50% off Prime Yes, I want FREE delivery on eligible items as fast as today with Prime \$23<sup>49</sup> (\$0.73 / Ounce) Delivery Pickup Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$23.49 upon approval for Amazon Visa. \$23<sup>49</sup> (\$0.73 / Ounce) Available at a lower price from other sellers that may not offer free Prime shipping. FREE delivery Saturday, October 21 on orders shipped Ingredients by Amazon over \$35 About this item Or fastest delivery **Tomorrow**, **October 17**. Order within 5 hrs Report incorrect product information Consider a similar item Deliver to Jainam - Alhambra 91801 Organic Ghee Butter Grass Fed Clarified - 16 Oz In Stock Ghee Butter - Unsalted Butter Certified Organic





Roll over image to zoom in

Colorful Embroidered Umbrella-Wedding Background Bridal Shower Party Decorations Photo **Booth Props** 

Visit the Ticuenicoa Store

4.6 ★★★★☆ × 3 ratings

\$4099

FREE Returns ~

Thank you for being an Amazon customer. Get \$60 off: Pay \$0.00 \$40.99 upon approval for

Size: 10x7ft

5x3ft 7x5ft 9x6ft **10x7ft** 



## **Artist One India**

1133 W 36th PI Los Angeles CA +1 279 208 5676 artistoneindia@gmail.com ESTIMATE Quotation1

DATE 10/19/2023

TOTAL USD \$300.00

TO

## California State University, Los Angeles

□ +1 (323) 616-4355

indianstudentsassociationcsula@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Artist One India DJ services DJ service for 2 Hours, Which includes DJ Controller Rent of \$100	\$300.00	1	\$300.00

TOTAL USD \$300.00

DATE SIGNED 10/19/2023

PERMIT #: 23-118

## Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:				
Name of Student Organization: INDIAN STUDENT ASSOCIATION				
Event Name/Title: RASS GARBA 2K23				
Event Location: LA ROOMS ABC				
	_ Event End Date:	Hours of Operation: 4		
	Email:	Phone:		
Food Handler(s) Information:		Food Handler Certificate(s)		
	Handling training and attach	n this application. If you do not already have one, the certificate. For additional food handler names,		
		Certification is required to be present at your event Handler Certificate while operating your event.		
Name of Certified Food Handler:				
Name of Certified Food Handler:		Email:		
Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☐ Catering ☐ Other: Prasadam for Goddess and God				
	e sold/served, including ingred	dients:		
Will alcohol be served/sold? 2 Yes 2 No Note: If alcohol is being served/sold a permit must be on file and shown upon request.				
How will the food be protected or store	How will the food be protected or stored at proper temperatures? It can be stored at room temperature.			
rovide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).				
Costco, Amazon, Ralphs, Punjab I	ndian Store, Namaste Indi	an Store, Pioneer Cash &Carry Indian Store		
	For more locations, add them on a page	as and attach it.		

Catering/Vendor Information:  If you intend to use a licensed vendor to provide food at this event, please of	attach the following documents:
County of Los Angeles Public Health Permit	
■ Business License	
Sellers Permit	
☐ Certificate of Liability Insurance	Attach Documents

**Agreement**: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

and the state of t	Ph Shah lot 16, 2023 20:07 PDT)	10/16/2023
1. Name of Student Organization Requestor	Signature	DATE
	a Avina ct 19, 2023 09:24 PDT)	10/19/2023
<ol> <li>Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)</li> </ol>	Signature	DATE
	Keenan Oct 19, 2023 09:57 PDT)	10/19/2023
<ol> <li>Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)</li> </ol>	Signature	DATE
WINE WILLIAMS	Morales ct 19, 2023 12:51 PDT)	10/19/2023
Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE



INDIAN STUDENT ASSOCIATION PRESENTS

# RAAS GARBA'23

Join us for an enchanting evening of rhythm, and dance as we celebrate

Navratri

**ALL WELCOME!** 

OCTOBER 20 | STARTS AT 6:30 PM VENUE: BY LA ROOMS (ON CAMPUS)

See you there!

