

# 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: *[Signature]*

CLUB/ORG: Latin American Studies Society  
 EVENT TITLE: Festival de los Barriletes: Honoring Our A  
 DATE(S) OF EVENT: 10/11/2023 SEMESTER: FALL  
 EVENT LOCATION: KH B3006  
 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:  
 The Latin American Studies Society has decided to host a workshop for Dia de los Muertos that will be honoring the traditions of Mayan communities by creating barriletes, also known as kites, that are

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 Since 2018 Byron leads workshops, language/cultural exchange, and social practice work to create these colorful kites using tissue paper and bamboo sticks. This work centers Maya traditions to commemorate, and send

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
					2 hour workshop for 30 students

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$500  
 TOTAL REQUESTED FROM ASI \$500  
 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

## Festival de los Barriletes - Honoring Our Ancestres

Submitted By: [REDACTED] 11:39:38 AM

[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?

Latin American Studies Society

### Event Name

Festival de los Barriletes - Honoring Our Ancestres

### 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.

The Latin American Studies Society has decided to host a workshop for Dia de los Muertos that will be honoring the traditions of Mayan communities by creating barriletes, also known as kites, that are created to commemorate and amplify the struggles of people whose lives have been taken too soon from us. Community member Byron Jose who is an LA based writer, artist, and producer will be joining us on October 11th from 4 to 6 p.m. to teach us more about Mayan traditions and help us create our own barriletes to take home. This work centers Maya traditions to commemorate, and send messages to their dead, while honoring our ancestres and inspiring future Maya generations to come.

### 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**

10/11/2023 - 4:00 PM

**End Date/Time**

10/11/2023 - 6:00 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?**

No

**On Campus Locations**

Classroom Space

**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.

Community 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**

██████████

## 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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

csula\_lass

### Marketing Media Upload\*

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

[1deaf65b-f7e4-44de-87ab-b98037f2794b.png](#)

### 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

## 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.



**FESTIVAL DE LOS BARRILETES**  
**Honoring Our Ancestres**  
**WITH BYRON**



**RSVP**

**When: October 11th**  
**Time: 4 - 6 p.m.**



Latin American Studies Society

## 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.  
Educational Workshop/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.  
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](mailto: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?

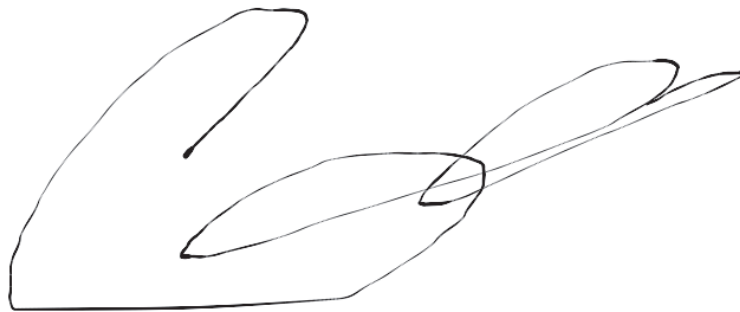
No

### 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



**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)

- All results
- Byron Jose
  - > Zoom Link meeting Mon 9/18
  - Good afternoon, Yes, Wednes... Inbox

**Zoom Link meeting**

Byron Jose <byronj@translatinacoalition.org>  
 To: [Redacted]  
 Mon 9/18/2023 7:41 PM

Good afternoon,

Yes, Wednesday 10/11 4-6 PM works.

I will share a portrait and picture of the art installation to you when I'm on my desktop.

Can we do a \$500 honorarium including the materials for this workshop?

Thank you.

Byron

[Redacted]  
 To: Byron Jose <byronj@translatinacoalition.org>  
 Tue 9/19/2023 11:25 AM

Thank you. And yes. I will submit the honorarium request to the school today and begin making the flyer.  
 Mil gracias Byron!



# FESTIVAL DE LOS BARRILETES

Honoring Our Ancestres

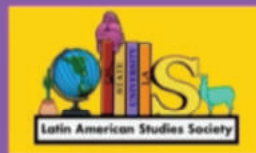
WITH BYRON



RSVP

When: October 11th

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