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. **▼**EQUIRED SUPPORTING MATERIAL ASED ON PURCHASES/EVENT **✓** EVENT ESTIMATES / INVOICES (NOT PAID) **✓** EVENT FLYER WITH ASI LOGO ✓ CSI EVENT REGISTRATION FORM PART 2 - CONTACT & ORGANIZATION CLUB/ORG: Muslim Student Assocation OFFICER NAME: EVENT TITLE: Picnic With The Sisters OFFICER TITLE: SEMESTER: FALL DATE(S) OF EVENT: 11/04/2023ADDRESS: EVENT LOCATION: 750 Ridgecrest Ave, Monterey Park, CA CITY: STATE: ZIP: PHONE: EMAIL: TOTAL ATTENDANCE: 10 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 10 SIGNATURE: PART 3 - EVENT DESCRIPTION IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? VES NO HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? BRIEFLY DESCRIBE THE EVENT: By helping students to find friends and build a strong This event is aiming to build a community for Cal State community within our university, this program will LA students through the Muslim Student Association in enhance the Cal State LA experience. order for students to get to know each other. PART 4 - COST BREAKDOWN DESCRIPTION: AMOUNT: DESCRIPTION: AMOUNT: NORARIA / CONTRACTS Food/Drinks \$107 HOSPITALITY DESCRIPTION: DESCRIPTION: AMOUNT: AMOUNT: Materials \$108 MARKETING PART 5 - EVENT SUMMARY OFFICE USE ONLY TOTAL COST OF THE EVENT \$215 STAFF INITIALS TOTAL REQUESTED FROM ASI \$215 AMOUNT FROM OTHER SOURCES TIME STAMP: WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:





Event Reg strat on

Picnic with the Sisters





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?

Mus m Student Assoc at on

Event Name

P cn c wth the S sters

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.

A S sters P cn c event organ zed by the Mus m Student Assoc at on (MSA) s a gather ng designed to foster s sterhood, friendship, and a sense of community among female Mus m students. The event provides an opportunity for female members of the MSA to come together in a relaxed and enjoyable outdoor setting.

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

11/04/2023 - 2:00 PM

End Date/Time

11/04/2023 - 5:00 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

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. Sequo a Park 750 R dgecrest Ave, Monterey Park, CA 91754

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



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

ca state amsa

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review. 7bf6afae-0e4a-4856-802a-e22cbbf9f608.png

Who is invited to this event?

Ca State LA Commun ty

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.

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.



Event Category

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

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. Yes

Who will be providing the food?

Student Organ zat on

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

1130aefb-247e-4add-a2de-868d857a4593.pdf

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.stateia.org/services/c ubs-and-organizations-funding. For any other questions contact the Vice President for Finance via emailias vcf@ca.stateia.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 events.

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

tiga Lavym

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

Event Registration Procedures

The fo owng guide nes are provided for the benefit of the student organization. They are intended to be fo lowed completely. Fallure to



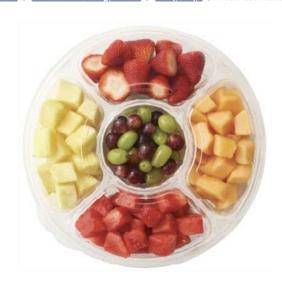


Deli Catering Tray Club Sandwich 4 to 6 Servings -Each (Please allow 48 hours for delivery or pickup)





Home > Fresh Fruits & Vegetables > Party Trays > Fresh Cut Fruit Large Party Tray



Fresh Cut Fruit Large Party Tray

urchase Options	Located in PRODU
archase Options	2230 S Atlantic Blvd Monterey Park, 0
\$15 ⁹⁹	Pickup V
SNAP EBT Eligible	



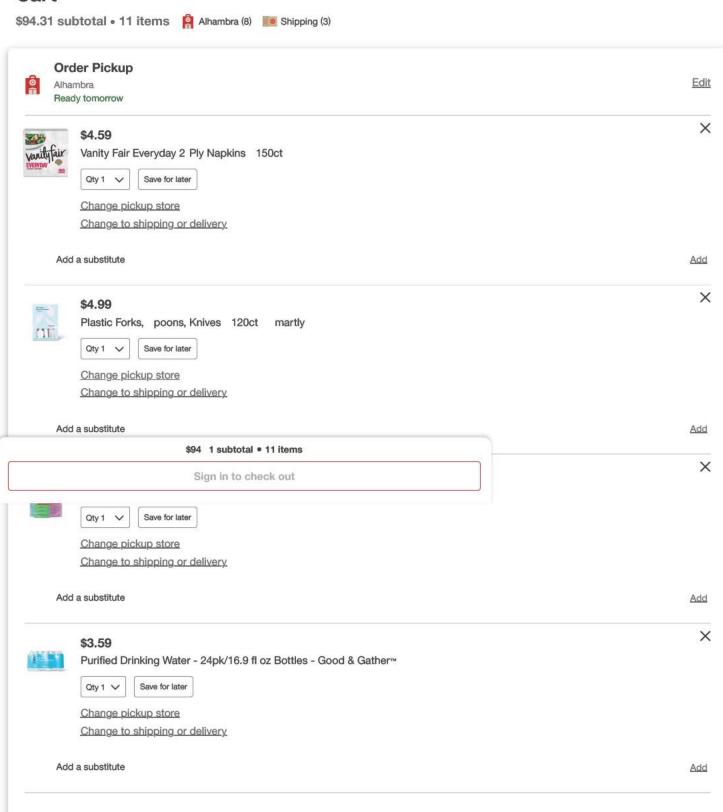


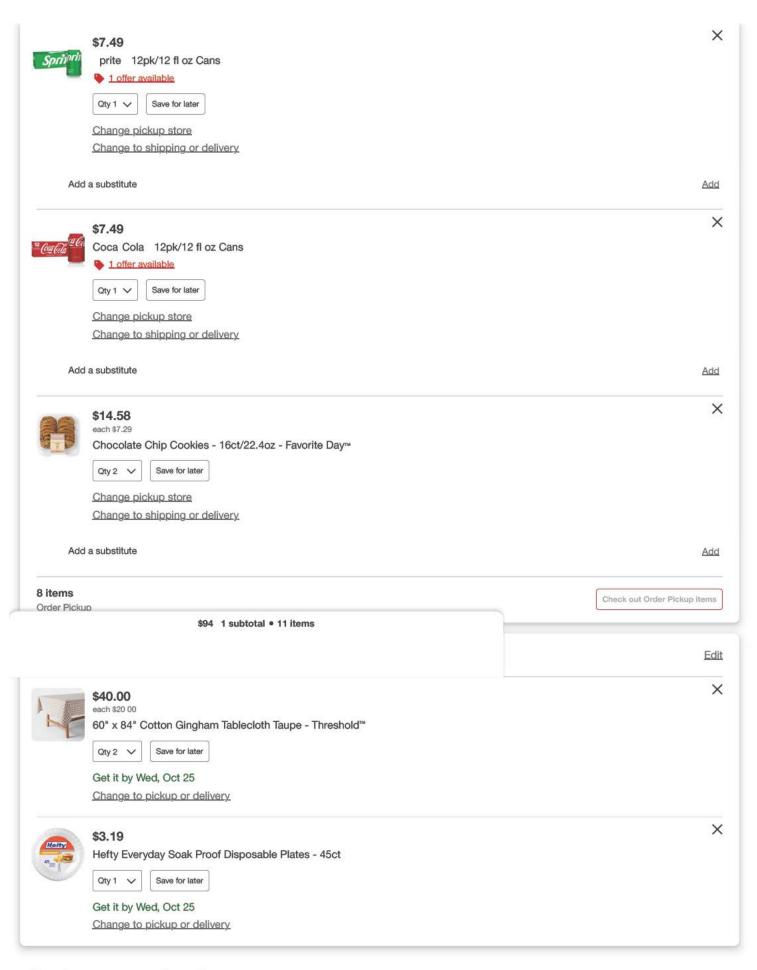




What can we help you find?

Cart





PERMIT #: 23-108

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: Muslim Student Association					
Event Name/Title: Sisters Picnic					
Event Location: Name: Sequoia Park Address: 750 Ridgecrest Ave, Monterey Park, CA 91754					
Event Start Date: 11/04/2023 Event End Date: 11/04/	Hours of Operation: 2 pm - 5 pm				
Contact Name:Email:	Phone:				
Food Handler(s) Information:	$[\mathcal{O}]$				
Please attach a copy of all current Food Handler Certificate (splease complete the Food Safety and Handling training and a you may add them on a separate page and include it as an a	ttach the certificate. For additional food handler names,				
Note : At a minimum, two (2) persons with a current Food Handat all times. You are required to retain a physical copy of your limits.	·				
Name of Certified Food Handler:	Email:				
Name of Certified Food Handler:	Email:				
Food Type/Source Information: ☐ Snack Sale ☐ Food Sa	le Catering Other:				
List exact food/beverage(s) that will be sold/served, including ingredients:					
Will alcohol be served/sold? 2 Yes 2 No Note: If alcohol is being How will the food be protected or stored at proper temperature					
Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).					
Costco Wholesale, 2207 W Commonwealth Ave, Alhambra, CA 91803					
Ralphs, 330 N Atlantic Blvd, Monterey Park, CA 91754					
Target, 2120 W Main St, Alhambra, CA 91801					
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 attach the following documents:
☐ County of Los Angeles Public Health Permit
■ Business License
Sellers Permit
☐ Certificate of Liability Insurance

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.

	uia Khan 1 (Oct 6, 2023 17:29 PDT)	10/06/2023
1. Name of Student Organization Requestor	Signature	DATE
	ola Avina a (Oct 9, 2023 09:47 PDT)	10/09/2023
 Name of Center for Student Involvement Approv (USU 204) (Student Organizations Only) 	er Signature	DATE
	iel Keenan an (Oct 9, 2023 09:52 PDT)	10/09/2023
 Name of University Auxiliary Services, Inc. Approv (Golden Eagle Bldg. 314) 	er Signature	DATE
IVINE IVIUI GIES	e Morales s (Oct 9, 2023 10:50 PDT)	10/09/2023
 Name of Environmental Health & Safety Approve (Corporation Yard Bldg. 244) 	er Signature	DATE

