

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: Muslim Student Association
 EVENT TITLE: Sip N Style Bag Bash
 DATE(S) OF EVENT: 11/07/2023 SEMESTER: FALL
 EVENT LOCATION: University Student Union
 TOTAL ATTENDANCE: 15
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

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

Close friends come together to display their creativity by creating fashionable tote bags

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 The event promotes a sense of sisterhood and camaraderie. Attendees can connect, share stories, and celebrate the special bond they have as sisters or close friends.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Supplies	\$77
Food & Drinks	\$45	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$122
 TOTAL REQUESTED FROM ASI \$122
 AMOUNT FROM OTHER SOURCES _____
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____
 TIME STAMP: _____



Event Registration on

Sip n Style Bag Bash

Submitted By: [REDACTED]

[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?

Muslim Student Association

Event Name

Sip n Style Bag Bash

Estimated Attendance

Please describe the estimated attendance of participants for this event.

15

About the event

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

"Sister Sip n Style Bag Bash" is a lively and fashionable gathering designed for sisters and close friends to come together, indulge in creativity, and embrace the unique styles. The event centers around personal expression, sisterly bonding, and crafting custom tote bags to reflect individual tastes and personalities.

In addition to the creative crafting aspect, the event promotes a sense of sisterhood and camaraderie. Attendees can connect, share stories, and celebrate the special bond they have as sisters or close friends.

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

11/07/2023 - 3:30 PM

End Date/Time

11/07/2023 - 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

On Campus Locations

Un vers ty-Student Un on Bu d ng

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.

Un vers ty Student Un on Bu d ng

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.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

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.

[8861a129-b244-4a4b-a3c3-bfed26955b4.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

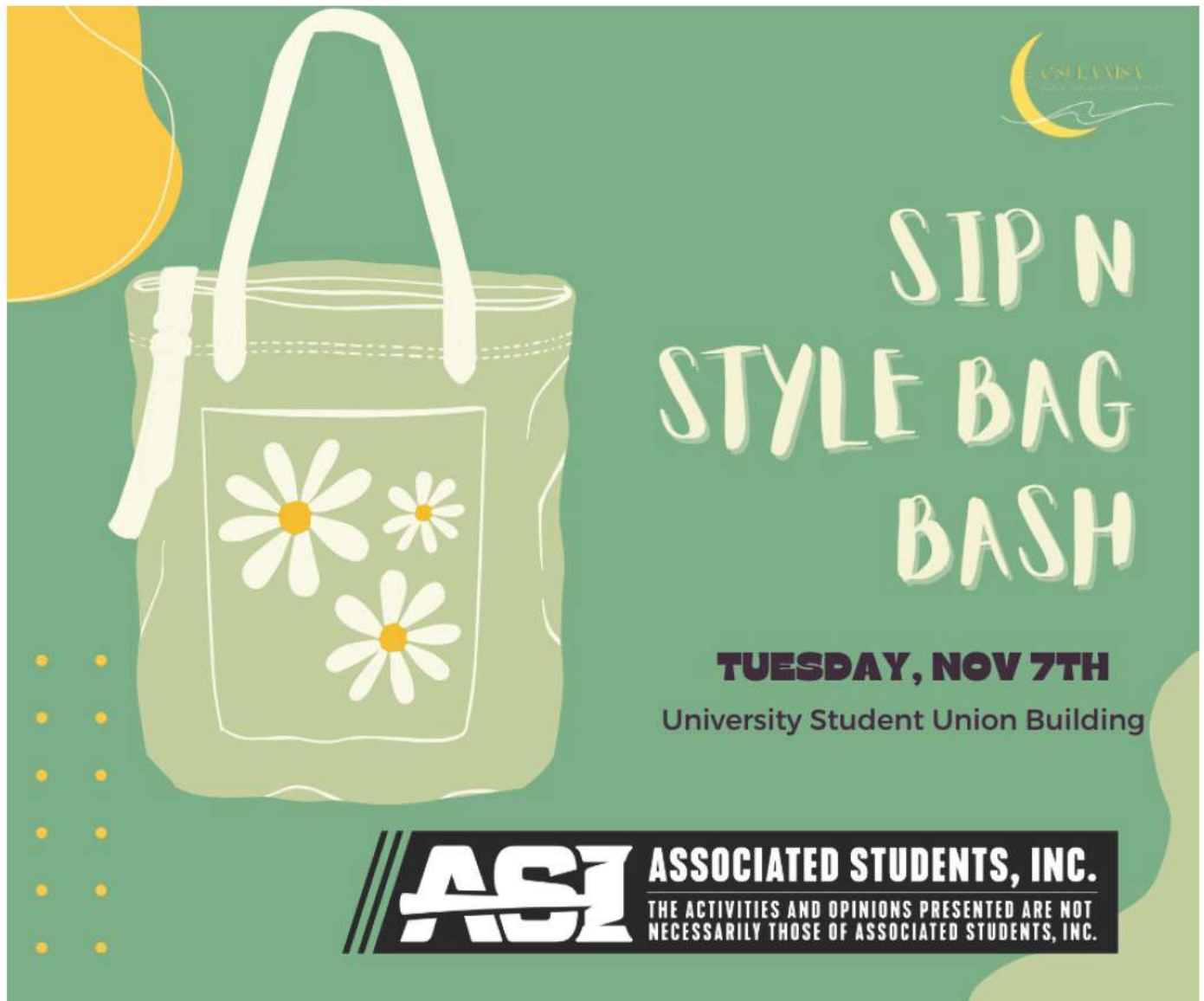
Tags

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 Details

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 Organization

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.

[db521073-1643-4902-af68-864653e327f6.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 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 asvcf@asicalstatela.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 'D. M. S.', 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, California 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 organizationa promotions
- Community service or philanthropic events

Add delivery instructions

2 Payment method

Change

Billing address: Same as shipping address.

^ Add a gift card or promotion code or voucher

Enter code

Apply

Want to use Cashback Bonus[®] for this order?

Learn more

3 Offers

Change

4 Review items and shipping

Save \$6.99 instantly



We're giving you a One-Week Trial of Prime Student for only \$0.99!

Save \$6.99 with fast, FREE delivery on eligible items in this order and get:

- ✓ Fast, FREE Delivery
- ✓ Exclusive deals and discounts
- ✓ Endless entertainment and so much more!

Try Prime Student >

No commitments. Cancel anytime.

Delivery: Oct. 22, 2023 If you order in the next 1 hour and 55 minutes (Details)

Items shipped from Amazon.com



20 Pcs Paint Brush Set for Acrylic Painting, Watercolor Brushes, Acrylic Paint Brushes for Acrylic Oil Watercolor, Miniature Detailing, and Rock Painting

\$5.49 & FREE Returns

Qty: 1

Sold by: QRRDOZ

Amazon Prime eligible Join now

Add gift options

Choose a delivery option:

- Saturday, Oct. 21
FREE Two-Day Shipping with Prime Student
- Tuesday, Oct. 24
FREE Shipping
- Sunday, Oct. 22
\$6.99 - Shipping
- Saturday, Oct. 21
\$12.81 - Shipping



TOPDesign 12-Pack Economical 16"x15" Cotton Tote Bag. Lightweight Medium Reusable Grocery Shopping Cloth Bag, Suitable for DIY, Advertising, Promotion, Gift, Activity

by TOPDesign
\$22.99 & FREE Returns

Qty: 1

Sold by: TOPDesign

Amazon Prime eligible Join now

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging



Fabric Paint, Shuttle Art 18 Colors Permanent Soft Fabric Paint in Bottles (60ml/2oz) with Brushes, Palette, Stencils, Non-Toxic Textile Paint for T-shirts, Shoes, Jeans, Bags, DIY Projects&Art Crafts

\$19.99 & FREE Returns

Qty: 1

Sold by: Shuttle Art

Amazon Prime eligible Join now

Add gift options



24 Colors Acrylic Paint Pens, Paint Markers for Rock Painting, Fine Point Acrylic Pens Art Supplies for Canvas, Ceramic, Wood, Stone, Glass, DIY Craft

\$12.99 & FREE Returns

Qty: 1

Sold by: Nailuo

Subscribe & Save:

Save 5% today; Save up to 10% on future auto-deliveries

Delivery every: 1 month (most common)

Amazon Prime eligible Join now

Add gift options

Place your order

Order total: \$74.95

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (4):	\$61.46
Shipping & handling:	\$6.99
Total before tax:	\$68.45
Estimated tax to be collected:	\$6.50

Order total: \$74.95

How are shipping costs calculated?



Personal Costco Cart

Shopping in 90063



Costco

Oct 12-Oct 13 1pm

[100% satisfaction guarantee](#)

\$42.24

Your first delivery is free!



Martinelli Sparkling Cider, 4 x 25.4 fl
OZ
25.4 fl oz

1 ct

\$12.43

Choose replacement Remove



Kirkland Signature Organic
Lemonade, 96 fl oz, 2 ct
96 fl oz

1 ct

\$7.45

Choose replacement Remove



Kirkland Signature Mini Caramel
Apple Cake, 6-count
6 ct

2 ct

\$22.36

Choose replacement Remove



Make this order a gift



Suggested items



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: Sip n Style Bag Bash

Event Location: University Student Union

Event Start Date: 11/07/2023 Event End Date: 11/07/2023 Hours of Operation: 3:30 pm - 5:00 pm

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Food Handler(s) Information:

 **Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Food Type/Source Information: Snack Sale Food Sale Catering Other: Packaged goods

List exact food/beverage(s) that will be sold/served, including ingredients: _____
Drinks, bakery goods, lemonade, sparkling cider, etc.

Will alcohol be served/sold? Yes 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 stored at proper temperatures? Stored in a climate controlled environment

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Costco Wholesale, Address: 2207 W Commonwealth Ave, Alhambra, CA 91803

Target, Address: 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





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.

		<u>Sophia Khan</u> <small>Sophia Khan (Oct 12, 2023 20:26 PDT)</small>	10/12/2023
1. Name of Student Organization Requestor		Signature	DATE
Fabiola Avina			10/13/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>		Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Oct 16, 2023 09:33 PDT)</small>		10/16/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>		Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Oct 16, 2023 15:24 PDT)</small>		10/16/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>		Signature	DATE



SIP N STYLE BAG BASH

TUESDAY, NOV 7TH

University Student Union Building



ASU

ASSOCIATED STUDENTS, INC.

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