

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: Sociology Club at California State University
 EVENT TITLE: Meredith Zhang Lecture
 DATE(S) OF EVENT: 10/19/2023 SEMESTER: FALL
 EVENT LOCATION: KH C2091
 TOTAL ATTENDANCE: 100
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 75

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Unpaid Caregiving: the Joint Role of Gender & Sexual Identity by Dr. Meredith Zhang - A sociologically comprehensive look at families and aging.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Intersectional: How do gender & sexual identity jointly predict who becomes a caregiver while shaping the caregiving experience? At some point, most people fulfill the role of caregiver, so relevant to all students

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		(4) Pepperoni Pizza (cut 8)	80.00				
		(4) Cheese Pizza (cut 8)	60.00				
		(40) Bottled Waters	100.00				
		(40) Famous Amos Cookies	80.00				
		Service Charge & Taxes	89.97				

MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 409.97
 TOTAL REQUESTED FROM ASI 409.97
 AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

SOC Department is providing tablecloths and printing flyers.

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration on

Meredith Zhang Lecture

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?

Sociology Club at California State University Los Angeles

Event Name

Meredith Zhang Lecture

Estimated Attendance

Please describe the estimated attendance of participants for this event.

100

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

A sociology comprehensive look at families and aging.

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

10/19/2023 - 1:40 PM

End Date/Time

10/19/2023 - 2:55 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

University-Student Union Building

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.

USU Los Angeles, Room B, Theater

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.

[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?

California State LA Community

Will off-campus media be notified about this event?

No

Tags

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

CAREER/PROFESSIONAL DEVELOPMENT

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.
Conference/Convent on Hosting

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>

No

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, 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 organization promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with instructions provided by CSI, including submitting a completed form and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcoholic consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).

Publicity: A publicity material must comply with University Administrative Procedures [AP P003](#) and [AP P007](#). A printed material to be used for marketing registered events are required to be stamped by CSI prior to the approved posting. Stamps can be obtained after the event has been registered. A printed material may be posted for up to a period of fourteen (14) calendar days. For student



Golden
Eagle
Hospitality

for: Event # E40808
on: Thursday, October 19, 2023

Client/Organization Department of Sociology	Event Date 10/19/2023 (Thu)	Booking Contact [REDACTED]	Event # E40808
Address Cal State University, Los Angeles		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED] Guests 40 (Act)
Party Name Sociology Care giving Event	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room
		1:15 pm	1:30 pm	King Hall

Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Delivery to King Hall C2091 for 1:30 PM				Time frame of the event: 1:40-255pm			
(4) Pepperoni Pizza (cut 8)	Each	20.00	80.00				
(3) Cheese Pizza (cut 8)	Each	20.00	60.00				
(40) Famous Amos Cookies	Each	2.00	80.00				
(40) Bottled Waters	Each	2.50	100.00				

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	320.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00
Service Charge	54.40	0.00	0.00	0.00	0.00	0.00	0.00	54.40
Taxes	35.57	0.00	0.00	0.00	0.00	0.00	0.00	35.57
Total	409.97	0.00	0.00	0.00	0.00	0.00	0.00	409.97

Subtotal	320.00	Paid	0.00
Tax	35.57	Balance	409.97
Service Charge	54.40		
Total Value	409.97		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

10/9/2023 - 2:53:39 PM
Client Signature: _____

Page 1 of 1
UAS Staff
Signature: _____

Sociology Club



Unpaid Caregiving: the Joint Role of Gender & Sexual Identity

by
Dr. Meredith Zhang

Most older adults need and benefit from unpaid care from family members and friends.

- Who are these caregivers that provide such important care to the older adults?
- How do gender and sexual identity jointly predict who becomes a caregiver?
- How do gender and sexual identity shape the caregiving experience?

Thursday
Oct 19th

1:40-2:55

KH C2091

**pizza &
drinks!**

Join SOC
Club here



@CSULASOCCLUB47

**Everyone is
Welcome!**