

# 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: Divide & Conquer Talk with the Author Rob  
 DATE(S) OF EVENT: 10/24/2023 SEMESTER: FALL  
 EVENT LOCATION: KH 1077 Lecture Hall 2  
 TOTAL ATTENDANCE: 200  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 175

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

CSULA Dr. Robert D. Weide will be discussing his book Divide & Conquer, recently awarded the ASoC Division of Critical Criminology 2023 Book of the Year!

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Dr. Weide is joined by CSULA PAS & LAS Professor Alejandro Villalpando, CSULA Alumnus Lami J. Glenn, & Ryan "Flaco" Rising, PhD of UCI CL&S to explore how gang conflict impacts LA's population.

## PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		(7) Pepperoni Pizza (cut 8)	140.00			(15) Starbucks \$15 Gift Cards	225.00
		(4) Cheese Pizza (cut 8)	80.00				
		(50) Bottled Waters	125.00				
		Service Charge	58.65				
		Taxes	38.35				

MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 667.00  
 TOTAL REQUESTED FROM ASI 667.00  
 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

**Divide & Conquer - Talk with the Author: Robert D. Weide, PhD**

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

Divide & Conquer - Talk with the Author: Robert D. Weide, PhD

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

200

### 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.

CSULA Professor Robert D. Weide in the Department of Sociology will be giving a talk on his recent book Divide & Conquer.

## 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

10/24/2023 - 4:30 PM

### End Date/Time

10/24/2023 - 5:45 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.

U-SU Theatre

## 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

### 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.

CRITICAL DIALOGUES

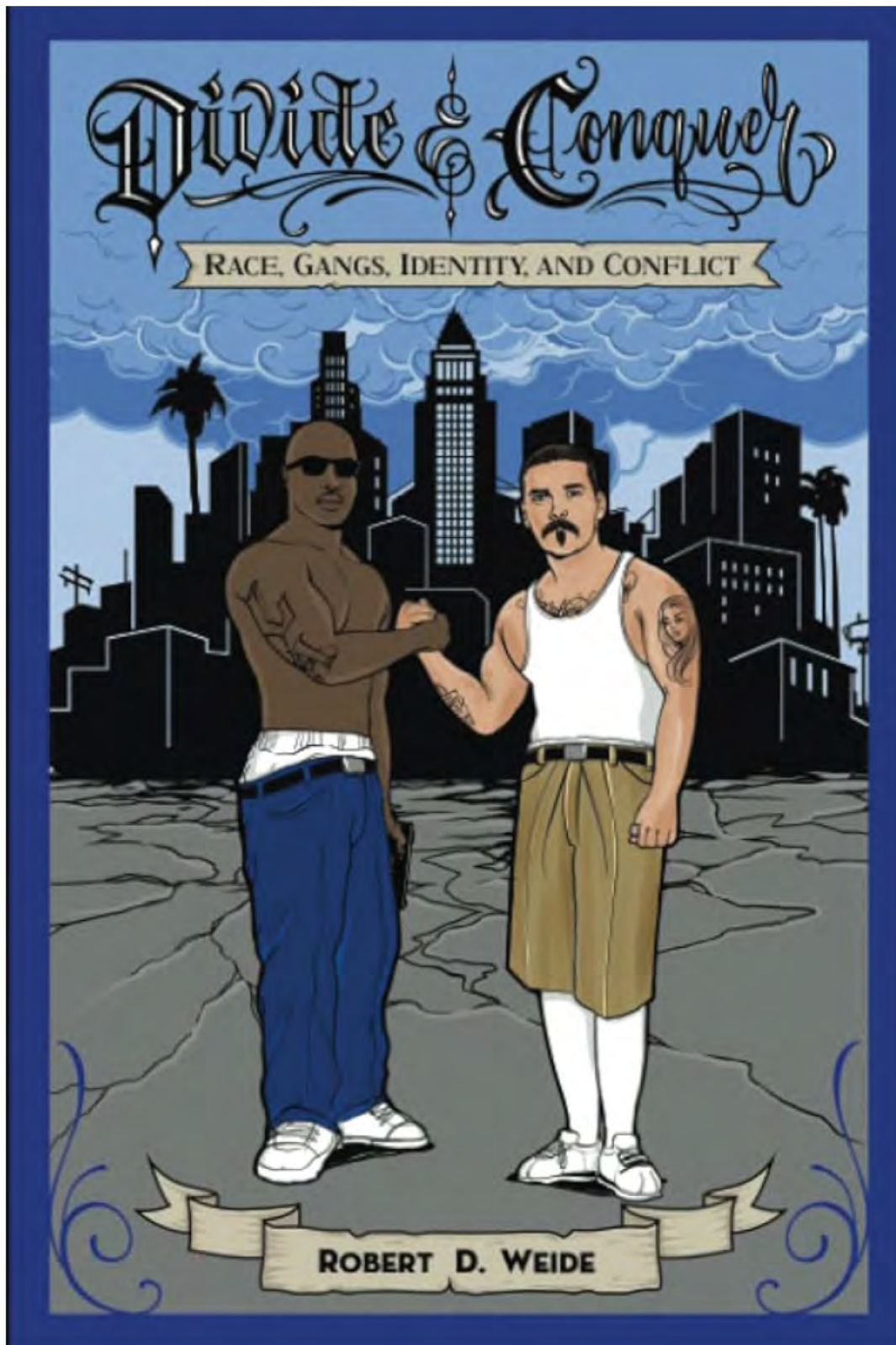
EDUCATIONAL

LECTURE/SPEAKER

SOCIAL IDENTITY EXPLORATION

## 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/Convention/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.

Yes

### Who will be providing the food?

University/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapala, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapala9@calstatea.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on the ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on a submitted information. For more information, please contact CSI at CSI@calstatea.edu or 323-343-5110.

### 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://as.calstatea.org/services/clubs-and-organizations-funding>.

For any other questions contact the Vice President for Finance via email asvcf@calstatea.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 read "Jonathan Bates". The signature is written in a cursive, flowing style with a long, sweeping tail on the last name.

**Scroll up to submit this form.**

### Event Guidelines & Resources

[Student Organization Event Guidelines](#)



Golden  
Eagle  
Hospitality

for: Event # E40811  
on: Tuesday, October 24, 2023

Client/Organization Sociology Club	Event Date 10/24/2023 (Tue)	Booking Contact [REDACTED]	Event # E40811
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED] Guests 80 (Act)
Party Name "Divide & Conquer" Event	Sales Rep Amanda Tapia	Theme	Category

### Venue

Description	Type	Start	End	Banquet Room
		4:00 pm	4:15 pm	King Hall

### Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to King Hall Lecture Hall #2 #1077 for 4:15 PM			
(7) Pepperoni Pizza (cut 8)	Each	20.00	140.00
(4) Cheese Pizza (cut 8)	Each	20.00	80.00
(50) Bottled Waters	Each	2.50	125.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00
Service Charge	58.65	0.00	0.00	0.00	0.00	0.00	0.00	58.65
Taxes	38.35	0.00	0.00	0.00	0.00	0.00	0.00	38.35
Total	442.00	0.00	0.00	0.00	0.00	0.00	0.00	442.00

Subtotal	345.00	Paid	0.00
Tax	38.35	Balance	442.00
Service Charge	58.65		
Total Value	442.00		

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.

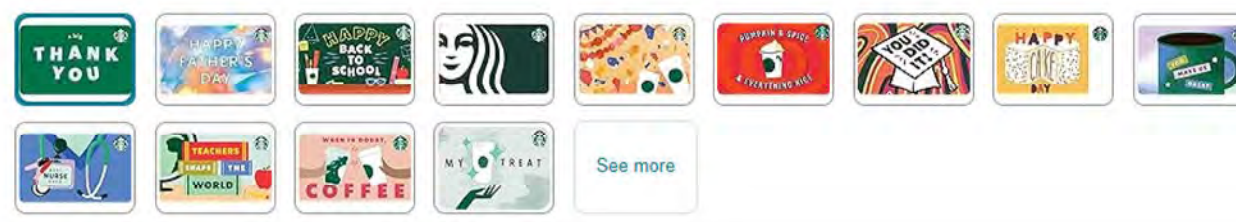


## Starbucks eGift Card

by Starbucks  
★★★★★ 25,946 customer ratings

### 1. Gift card design

Design: Fall Thank You



### 2. Gift card details

Select an amount between \$15-\$500

Amount

Delivery

To

You can add up to 999 email addresses separated by a comma or a space. Each recipient will receive their own personalized gift card.

From

Message

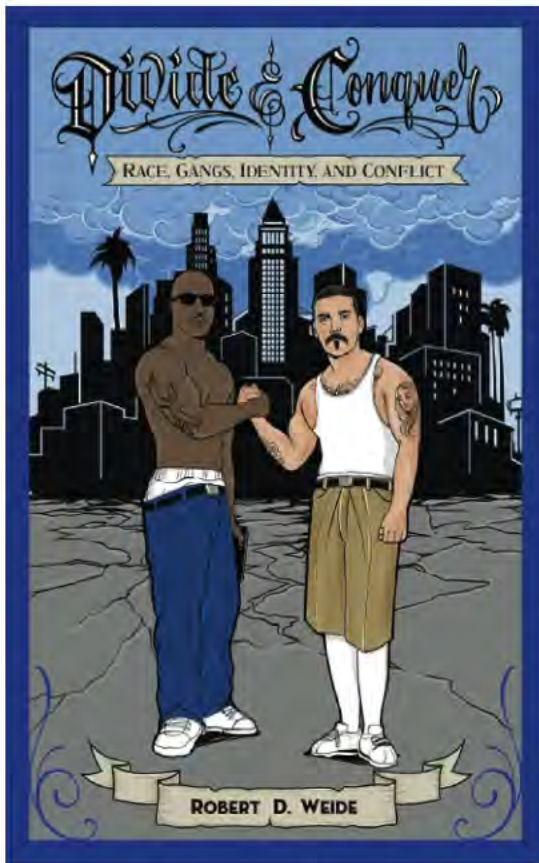


\$15.00

Hope you enjoy this gift card!

Click image to preview

# Sociology Club



*Divide & Conquer:  
Race, Gangs,  
Identity, and  
Conflict*  
by  
Robert D. Weide,  
Associate Professor  
of Sociology

Please join us for a discussion of Dr. Weide's recently published book, the recipient of the American Society of Criminology, Division of Critical Criminology 2023 Book of the Year Award.

## Discussants:

- Alejandro Villalpando, Assistant Professor of Pan-African Studies and Latin American Studies
- Lami J. Glen, Homeboy Industries and Cal State LA Sociology Alumnus
- Ryan "Flaco" Rising, PhD Candidate in Criminology, Law and Society at UC Irvine

Tuesday  
Oct 24th

4:30-5:45

KH

Lecture

Hall 2

(KH 1077)

Pizza &  
Drinks Will  
Be Served

Join  
Sociology  
Club  
Here



@CSULASOCClub47

**All Students**

**Welcome!**