

# 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:   
 OFFICER TITLE:   
 ADDRESS:   
 CITY:  STATE:  ZIP:   
 PHONE:  EMAIL:   
 SIGNATURE:

CLUB/ORG: CSULA Concrete Canoe  
 EVENT TITLE: Pacific Southwest Sym 2023, Hosted by UHM  
 DATE(S) OF EVENT: April 3-6, 2024 SEMESTER: SPRING   
 EVENT LOCATION: 2500 Campus Road, Honolulu, HI 96822-  
 TOTAL ATTENDANCE: 1000+  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 25

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 PSWS, which is held by ASCE, is an annual conference that allows students to participate in various engineering competitions and projects

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This event enhances the CSULA experience for all CE and non-CE students as it allows them to partake in a team-oriented project, expand their networks with students, and build their portfolio as aspiring pros.

## PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Lodging	\$9664	HONORARIA / CONTRACTS		
MARKETING			OTHER		

## PART 5 - EVENT SUMMARY

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

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



[APPROVED]

Event Registration

PSWS 2024 at University of Hawaii at Manoa

Submitted By: [REDACTED]

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?

CSULA Concrete Canoe

Event Name

PSWS 2024 at University of Hawaii at Manoa

Estimated Attendance

Please describe the estimated attendance of participants for this event.

1000

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.

The ASCE 2024 Pacific Southwest Student Symposium will be held on April 3-6, 2024 at the University of Hawai'i at Mānoa.

ASCE Student Symposiums are a great way to meet like-minded individuals and network with other schools while having fun. We are grateful to all judges, volunteers, and participating students for allowing this Symposium to happen. We look forward to welcoming 14 ASCE Student Chapters from the ASCE Pacific Southwest Student Conference Region to compete in 2024!

## 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

04/03/2024 - 3:00 PM

### End Date/Time

04/06/2024 - 11:00 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?

Yes

## How can participants RSVP for this event?

By invitation only

## 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.

2500 Campus Rd, Honolulu, HI 96822

## 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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

[https://www.instagram.com/calstatela\\_concretecano/](https://www.instagram.com/calstatela_concretecano/)

### Marketing Media Upload\*

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

[58d8448b-fb53-4141-96dd-e9e73fa8765d.jpg](#)

### Who is invited to this event?

Cal State LA Community

Other Colleges & Universities

**Which institutions have been invited to this event?**

ASCE-Affiliated Universities in the Pacific Southwest Region

**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.

CAREER/PROFESSIONAL DEVELOPMENT

COMMUNITY BUILDING AND CELEBRATION

CONFERENCE

TRIP

**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.

# PSWS 2023

HOSTED BY UHM AND ASCE



## CSULA CONCRETE CANOE

Date: 4/3/2024-4/6/2024

Location: University of  
Hawaii at Manoa

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

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/Meeting Attendance

## Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Sports Activity/Competition

Building Construction/renovation/maintenance

Domestic Travel

## Will the event have security?

Yes

## Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held.

ASCE and PSWS Event Organizers will provide security at the event

## 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.

Off Campus Event

## Will the event have an admission charge, registration? fee, or raise any proceeds to benefit the organization

Yes

## 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

## Student Organization Travel

### Domestic Travel Guidelines

## Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
  1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
  2. Your organization should complete the general waiver and emergency form process first **before** completing/submitted the Event Registration form.
  3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

## Individual General Release + Emergency Contact Form\*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[cae24b74-b8fb-4771-b3d8-ebfc79e1d534.pdf](#)

## 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

## Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.  
California State University, Los Angeles Individual General Release

## Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

### Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

Students apart of this event will pay their own flights to reduce amount needed to be raised by the organization. This will allow other funds to be saved for other additional fees such as project transportation.



## How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.  
Approved Exempt Status

### 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 W. [unclear]". The signature is written in a cursive, somewhat stylized font.

**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)
- Workshops, trainings, and speaker events

### Holiday Inn Express Waikiki, an IHG Hotel



8/10 Very good (1,544 reviews)

**6 Rooms:** Standard Room, 2 Queen Beds (Waikiki View)

**Check-in:** Apr 3, 2024  
**Check-out:** Apr 8, 2024  
5-night stay

✓ You have good taste! Book now before someone else grabs it!

#### Price details

6 rooms x 5 nights \$5,342.40  
\$178.08 average per night per room

30% off

Taxes \$1,336.86

#### Price details

6 rooms x 5 nights \$5,342.40  
\$178.08 average per night per room

30% off

Taxes \$1,336.86

Resort fee \$884.70  
\$176.94 per night

Extra guest fee \$2,100.00  
\$420.00 per night payable at property

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**Total \$9,663.96**

**Pay now \$0.00**

Pay at property \$9,663.96

Rates are quoted in US dollars.

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