

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

CLUB/ORG: Golden Eagle Makers
 EVENT TITLE: Golden Eagle Makers Graphic Design
 DATE(S) OF EVENT: 12/16/2023 SEMESTER: FALL
 EVENT LOCATION: ET B-111 (Makerspace)
 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:
 We will be showcasing how to use graphic design software to create stickers while also utilizing the makerspace to show embroidery techniques.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This will enhance the CSULA experience by teaching new skills for people to use especially for students who wish to obtain basic graphic design skills to use later on.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	10 in 1 Multitool Pen (16.99 x25)	424.75
	36 Expo Markers (21.55 x2)	43.10

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:
	10 Pack Insulated Bottles (63.99 x10)	639.90
	Banners (92.22 x2)	184.44

OTHER	DESCRIPTION:	AMOUNT:
	Amazon Tax	122.77
	2 Ryobi Lithium 18v Battery	199.00
	Acrylic Paint Set (23.61 x2)	47.22
	3 Pack Goggles (12.98 x10)	129.80
	Ear Plugs (x1)	8.86

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:



Event Registration on

Golden Eagle Makers Graphic Design Workshop

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?

Golden Eagle Makers

Event Name

Golden Eagle Makers Graphic Design Workshop

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.

The Golden Eagle Makers want to host a graphic design workshop using a vinyl cutter that is meant for banners, stickers, and more items that can be produced through graphic design software. Furthermore, we will be introducing other applications of design like painting, spray painting, sewing, etc.

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

12/16/2023 - 12:00 PM

End Date/Time

12/16/2023 - 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

Other (please describe exact location in the next question)

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.

ET-B111 (Makerspace)

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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

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.

LIVE DEMONSTRATION/ DIY (DO IT YOURSELF)

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.
Education Workshop/Program

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>
Yes

For more information on Club and Organization Fundraising please visit: <https://as.ca.state.a.org/services/clubs-and-organizations-fundraising>.
For any other questions contact the Vice President for Finance via email: vcf@ca.state.a.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 'C. Anderson', 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 organizational 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 a instructions provided by CSI, including submitting a completed forms 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. [Addtional 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 organizations, the "POSTING VALID THRU____" stamp must be clearly visible on the face of the posting.

Student Organization Event Resources

Additional Required Forms

The following form may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- [Temporary Food Facility Permit](#)

Material	Size	Quantity	\$92.22 <small>\$141.87 each</small>	Start From Scratch
Retractable Banners	78" x 33"	2		

Your Cart (1)

[Share](#)

[Remove All Items](#)

Pickup

Alhambra (1 item) Curbside Available



RYOBI ONE+ 18V HIGH PERFORMANCE Lithium-Ion 4.0 Ah Battery (2-Pack) **\$199.00**



Number of Total Batteries Included: 2
Battery Amp Hours: 4 Ah

Pickup at Alhambra

Delivering to 91803

Pickup

Today
5 in stock
FREE

Delivery

Friday, Dec 1
745 available
FREE

[Save for Later](#) | [Save to Favorites](#) | [Remove](#)

Your Order

Subtotal	\$199.00
Pickup	FREE
Sales Tax (determined in later step)	---
Total	\$199.00

Have a promo code?

[Checkout](#)

[PayPal Checkout](#)

Easy In-Store and Online Returns
[Read our Return Policy](#)

Get up to \$100 off

Feedback

learn more in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging**.

[Ship in Amazon packaging](#)



EXPO Low-Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 36 Count
by Expo

\$21.55 prime & FREE Returns

Qty: 2

Sold by: Amazon.com Services LLC

Subscribe & Save:

Save 5% today; Save up to 10% on future auto-deliveries
Delivery every: 3 months (most common)

WARNING: California's Proposition 65

[Add gift options](#)

[Place your order](#)

Order total: \$1,401.40

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 (50):	\$1,293.63
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$1,293.63
Estimated tax to be collected:	\$122.77
Total:	\$1,416.40
Gift Card:	-\$15.00
Order total:	\$1,401.40

Qualifying offers:

- Free Shipping

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

*Why has sales tax been applied? See [tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Important information about sales tax you may owe in your state

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).



1 Shipping address

Change

2 Payment method

Change

Enter code

Apply

3 Review items and shipping

Get a \$3 digital reward with FREE No-Rush Shipping.

Delivery: Tomorrow, Nov. 30 between 4 AM - 8 AM

Items shipped from Amazon.com



3M™ Disposable Earplugs, Orange, 92800H80-DC, 80 Pairs Per Pack
\$8.86 ✓prime & FREE Returns

Qty: 1

Sold by: BMTLiq

Add gift options



Gifts for Men Dad Husband Christmas, Anniversary Birthday Gifts Idea for Him Man, 10 in 1 Multitool 2pc Pen Set, Stocking Stuffers for Men, Tool Gifts for Handyman Boyfriend, Cool

Choose your Prime delivery option:

 Tomorrow 4 AM - 8 AM

FREE Fastest Delivery

 Tomorrow, Nov. 30

FREE One-Day Delivery

 Saturday, Dec. 2

FREE Amazon Day Delivery

Fewer boxes, fewer trips.

 Thursday, Dec. 7

FREE No-Rush Shipping

Get a \$3 reward for select digital purchases. One

Place your order

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

Order Summary

Items (50):	\$1,295.63
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$1,295.63
Estimated tax to be collected:	\$122.77
Total:	\$1,416.40
Gift Card:	-\$15.00

Order total: \$1,401.40

Qualifying offers:

- Free Shipping

How are shipping costs calculated?

Prime shipping benefits have been applied to your order.



Artkey Acrylic Paint Set - 24 colors 2oz/59ml Acrylic Paints Professional Artists Painting Kit for Canvases Fabric Rock Leather Easter Egg Wood Ceramic Glass Art Craft Painting

\$23.61 ✓prime & FREE Returns

Qty: 2

Sold by: Amazon.com Services LLC

Gift options not available



10 Pack Vacuum Insulated Water Bottles Bulk, Stainless Steel Double Wall Sport Bottle Set, Travel Canteen Mug Metal Reusable Flask for Gym School Camping Hiking Fishing (Multicolor, 22 oz)

\$63.99

Exclusive Prime price ✓prime & FREE Returns

Qty: 10

Sold by: Ballbam

Add gift options



Anti Fog Safety Glasses, Safety Goggles Over Eyeglasses Pack of 3, Anti Dust Impact Scratch Resistant Splash Proof Chemical Wrap Around Eye Protection for Lab Nurses Workers Architect Men and Women

\$12.98 ✓prime & FREE Returns

Qty: 10

Sold by: Cindy's Tape

Add gift options

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

Choose your Prime delivery option:

 Tomorrow, Nov. 30 and Saturday, Dec. 2

FREE Prime Delivery

 Saturday, Dec. 2

FREE Delivery in fewer trips to your address

 Sunday, Dec. 3

FREE Amazon Day Delivery

Fewer boxes, fewer trips.

 Thursday, Dec. 7

FREE No-Rush Shipping

Get a \$3 reward for select digital purchases. One

Change delivery day

Or choose your pickup location:

 Pickup available nearby

Choose a location

Place your order

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

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Order total: \$1,401.40

Qualifying offers:

- Free Shipping

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Golden Eagle Makers Design Workshop

**Unleash Your Creative Potential:
Join Our Design Workshop**

Are you ready to take your design skills to the next level? Do you want to learn how to think like a designer and solve real-world engineering problems with creative solutions? Then join us for our upcoming Design Workshop!

Benefits Include

- ✓ Boost creativity
- ✓ Enhance problem-solving skills
- ✓ Expand design knowledge
- ✓ Build portfolio

*Unleash
your
creativity*



CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASU

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