FUNDING REQUEST FORM									
PART 1 - NOTICE & CHECKLIST									
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									
OFF	OFFICER NAME: CLUB/ORG: Golden Eagle Makers								
OFFICER TITLE:				EV	event тітle: Golden Eagle Makers Graphic Design				
ADD	ADDRESS:				DATE(S) OF EVENT: 12/16/2023 SEMESTER: FALL				
CITY	CITY: STATE: ZIP:				event location: ET B-111 (Makerspace)				
PHONE: EMAIL:				то	TOTAL ATTENDANCE: 15				
SIGN	SIGNATURE:				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									
	DESCRIPTION:		AMOUNT:	RACTS	DESCRIPT	ION:	AMOUNT:		
7	10 in 1 Multitool Pen (16.99 x25)		424.75	ITRA					
SPITALITY	36 Expo Markers (21.55 x2)		43.10	0					
H 0 8 P I				ORARIA					
	DESCRIPTION:		AMOUNT:	DESCRIP		ION:	AMOUNT:		
	10 Pack Insulated Bottles (63.99 x10)		639.90		Amazon		122.77		
1 N G	Banners (92.22 x2) 184.44		184.44	2 Ryol		i Lithium 18v Battery	199.00		
ARKETIN				E L	Acrylic F	Paint Set (23.61 x2)	47.22		
Ě					3 Pack	Goggles (12.98 x10)	129.80		
				Ear Plugs (x1) 8.86		8.86			
PART 5 - EVENT SUMMARY									
TOTAL COST OF THE EVENT 1798.			94			OFFICE USE ONLY			
		1798.9				STAFF INITIALS			
AMOUNT FROM OTHER SOURCES						TIME STAMP:			
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:									





#### Event Reg strat on



#### Golden Eagle Makers Graphic Design Workshop

Submitted By:

#### 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 Organ zat on

#### Host Organization Name

What Organization/Department is hosting the event? Go den Eag e Makers

#### **Event Name**

Go den Eag e Makers Graph c Des gn 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 Go den Eag e Makers want to host a graph c des gn workshop us ng a v ny cutter that s meant for banners, st ckers, and more tems that can be produced through graph c des gn software. Furthermore, we w be ntroducing other applications of design ke 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 (p ease descr be exact ocat on n the next quest on)

#### 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.

#### Officer Contact Phone Number

#### Contact Email

Provide the officer's email address

#### 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 p an on market ng th s event to anyone outs de of the organ zat on.

#### Who is invited to this event?

Student organ zat on members

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.

### 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. Educationa 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 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. 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 C ub and Organization Funding please visit: https://asica.state.a.org/services/c ubs-and-organizations-funding. For any other questions contact the Vice President for Finance via emailias vcf@ca.state.a.edu.by.ca.ing.323-343-4478.

## 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.)

Nr

#### 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 organization.

No

Λ.	 hol

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

Cart 2

### Scroll up to submit this form.

#### **Event Guidelines & Resources**

#### Student Organization Event Guidellines

#### **Event Registration Procedures**

The fo owng gu de nes are provided for the benefit of the student organization. They are intended to be fo lowed completely. Fallure to comply with any of the following guide nes may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found on neighborhoods.

In comp ance wth Un vers ty gu de nes, Ca State LA student organ zat on events and meet ngs <u>can be held in virtual, in-person, or hybrid modes</u>. This applies to the following types of previously held events and activities including but not imited to:

- · Meet ngs
- Tab ng
- · Soc a events
- Recru tment events
- · New membersh p ntake events and processes
- Informat on tab ng or organ zat ona promot ons
- · Commun ty serv ce or ph anthrop c events
- . Organ zat on meet ngs (both off cer meet ngs and genera body meet ngs)
- · Workshops, tra n ngs, and speaker events
- · Conferences, convent ons, 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 organ zat on assumes fur respons bity 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 w 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 - A coholic Beverages, any event (on or officampus) that involves the consumption of a coholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve A coholic Beverages form in addition to this Event Registration Form. Please a low at least 3 weeks for this form to be reviewed by the University. Approved a coholic consumption events and events held where a coholis 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 guide nesional can be found in the Student Organization Handbook.

**Publicity:** A publicity and are required to be stamped by CSI prior to their 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.

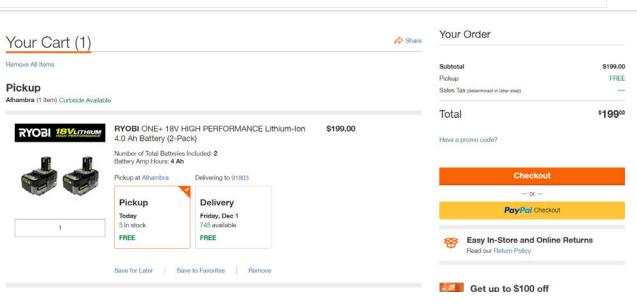
#### Student Organization Event Resources

#### Additional Required Forms

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

• Temporary Food Fac ty Permt





\$92.22 \$141.87 each

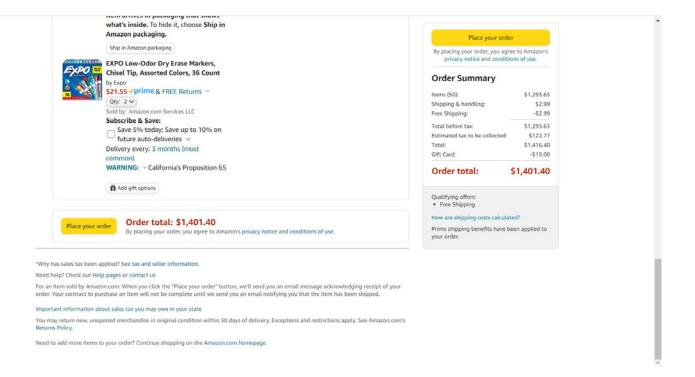
Material

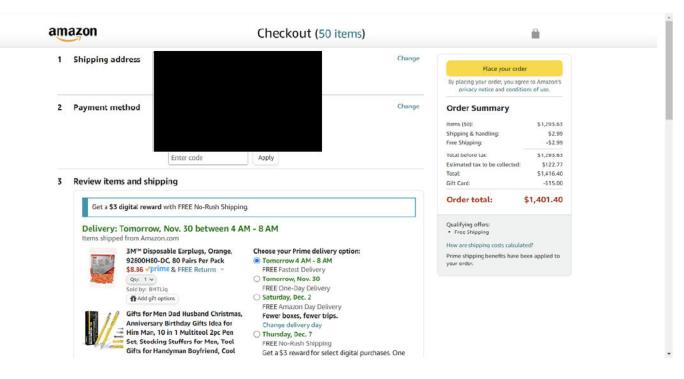
Retractable Banners

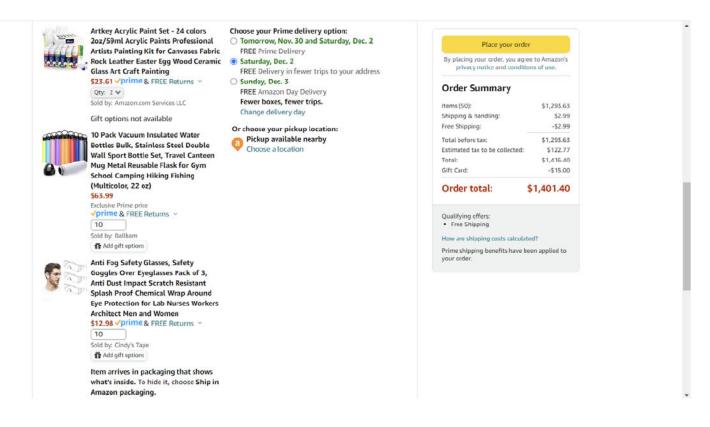
Size

78" x 33" 🗸

Quantity









## 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



