

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]	CLUB/ORG: Los Angeles Economic Equity Accelerato
OFFICER TITLE: [REDACTED]	EVENT TITLE: LEEAF/ Spin the Wheel
ADDRESS: [REDACTED]	DATE(S) OF EVENT: November 14, 20 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Main walkway
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 40
SIGNATURE: _____	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 140

PART 3 - EVENT DESCRIPTION

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

We will invite student to learn about LEEAF while giving them an opportunity to spin the wheel and win a prize.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

this opportunity will give student a chance to learn other ways to support small businesses or learn the operations behind small business if they are ever interested in running a business of are interested in building capital.

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		Squishmallows 4-inch Ornament Plt	\$99.96				
		Takis, Fuego Tortilla Chips, Hot Chi	\$59.99				
		Skittles and Starburst Chewy Candy	\$29.99				
		Cheetos Crunchy, Flamin' Hot, 2 oz	\$49.99				
		BIC Grip 4 Color Ball Pens with 3 C	\$38.97				
MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:
		Print 15 Flyers	\$11.25				

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$290.15
 TOTAL REQUESTED FROM ASI \$290.15
 AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We are requesting to reserve the spin the wheel, table, and two chairs from ASI

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



[APPROVED]

Event Update

LEEAF Tabling W/ Sping the Wheen

Revised 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?

Los Angeles Economic Equity Accelerator & Fellowship

Event Name

LEEAF Tabling W/ Sping the Wheen

Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

About the event

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

We will have a table with members of our organization, encouraging students to opt in to learn more about our organization. After opting in, they can spin the wheel to win a prize. Prizes include a bag of chips, swag, and gift cards.

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

11/14/2023 - 10:00 AM

End Date/Time

11/14/2023 - 2:00 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

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

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.

Main Walkway next to farmers market

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.

[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?

Other

What other methods of marketing will your organization use?

word of mouth

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time) or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

display on Display case

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

Yes

By agreeing to this statement, you confirm that the file you've uploaded is accurate and contains all the necessary requirements for posting in the U-SU student org display case

CSI will print your file in color and post on your behalf. If the file does not meet the format or content criteria, your graphic may not be posted.

Los Angeles Economic Equity Accelerator & Fellowship Club

You can stop by to learn how to get involved in supporting Small businesses.



11/14/23
10 AM-2 PM
on Main
Walkway

Spin the
wheel to win
a prize



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.

Tabling

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?

Student Organization

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[43319422-6cdf-42aa-8679-f32b728bbb37.pdf](https://calstatela.edu/sites/default/files/2020-08/43319422-6cdf-42aa-8679-f32b728bbb37.pdf)

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://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance via email 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

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 that reads "Vanessa Lagunas". The signature is written in a cursive style with a large initial "V".

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**



2-Day Delivery

quantity = 3

BIC Grip 4 Color Ball Pens with 3 Color + Pencil Set, 10-count

Item #04651

Online Price: \$12.99

Less: -\$1.00

Your Price: \$11.99

Price Per EACH: \$1.20

\$1 OFF

\$1 manufacturer savings & valid 10/16/23 through 11/11/23. While supplies last. Limit 24 per member. [Terms & Conditions](#)

2 Business Day Delivery when ordered by 12pm noon local time. No separate delivery fee with 2-Day orders of \$75 or more.

Features

- (8) 4 Color Grip Ball Pens
- (2) 4 Color 3+1 Ball Pens & Mechanical Pencil
- Long-lasting Ink
- 0.7mm Pencil
- Medium Ballpoint (1.0mm)



64
PACK



2-Day Delivery

Cheetos Crunchy, Flamin' Hot, 2 oz, 64-count

Item #23832

Your Price: \$49.99

Price Per OUNCE: \$0.78

2 Business Day Delivery when ordered by 12pm noon local time. No separate delivery fee with 2-Day orders of \$75 or more.

Features

- Gluten Free
- Made with Real Cheese
- 0 grams of Trans Fat
- 128 oz. Total Net Weight



2-Day Delivery

Skittles and Starburst Chewy Candy, Variety Pack, Full Size, 30-count

Item: 007497

Your Price **\$29.99**

Price Per EACH: \$1.00

2 Business Day Delivery when ordered by 12pm noon local time. No separate delivery fee with 2-Day orders of \$75 or more.

Features:

- Skittles Original, Sour, and Wild Berry flavors and Starburst Original, FaveReds, and Tropical flavors
- Full Size
- Two kinds of candies in one box
- 30-Count



2-Day Delivery

Takis, Fuego Tortilla Chips, Hot Chili Pepper & Lime, 40-Count

Item: 174810

Your Price **\$59.99**

Price Per EACH: \$1.50

2 Business Day Delivery when ordered by 12pm noon local time. No separate delivery fee with 2-Day orders of \$75 or more.

Features:

- Artificially flavored
- 1g total sugar per serving
- 6g trans fat per serving
- 0g cholesterol per serving
- Hot chili pepper & lime



4" Squishmallow Ornaments 8-pack

Item: 184503

★★★★★ 4.5 (718) [Write a review](#)

Your Price **\$9.97**

Shipping & Handling included

Features:

- Holiday Classic Collection or Holiday Winter Collection
- Ultra-soft 4" Mini Squishmallows
- Recommended Ages: 3+ Years

Design: Winter - Out of Stock



quantity = 4



Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

Name of Student Organization: Los Angeles Economic Equity Accelerator & Fellowship

Event Name/Title: LEEAF/ Spin the Wheel

Event Location: Main Walkway

Event Start Date: 11/14/2023 Event End Date: 11/14/2023 Hours of Operation: 10 am-2pm

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Food Handler(s) Information:

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Food Type/Source Information: Snack Sale Food Sale Catering Other: Chips and Candy

List exact food/beverage(s) that will be sold/served, including ingredients: Takis, Hot Cheetos, and Candy (TBD) from Costco

Will alcohol be served/sold? Yes No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? In a box away from the sun

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market). Costco

For more locations, add them on a page as and attach it.



Catering/Vendor Information:


If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u>Vanessa Lagunas</u> <small>Vanessa Lagunas (Oct 19, 2023 19:13 PDT)</small>	10/19/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Oct 23, 2023 11:02 PDT)</small>	10/23/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Oct 23, 2023 11:16 PDT)</small>	10/23/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Oct 23, 2023 11:20 PDT)</small>	10/23/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

The Los Angeles Economic Equity
Accelerator & Fellowship Club

Meet Club LEEAF

14TH
NOVEMBER
10am-2pm

SPIN THE

Wheel

FOR A PRIZE!

@LEEAF_CALSTATELA



ASSOCIATED STUDENTS, INC.

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