

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: School Psychology Student Association
OFFICER TITLE: [REDACTED]	EVENT TITLE: Winter Self-Care Social
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 12/16/2023 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Zoom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 45
SIGNATURE: _____	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 45

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Participants will create art crafts related to the theme "self-care" using paint, beads, and drawing materials. Participants will chat, build community within school psychology, and participate in guided

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Cal State LA students will socialize and build community in a low-stress, welcoming space while engaging with guided self-care activities. This will help students de-stress, refresh and process the Fall

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Bracelet Making Kits	\$24.68		
Painting Canvases	\$26.45		
Sketchbooks	\$142.10		
Fidget Toys	\$30.86		
SPSA Sweatshirts	\$1424.46		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$1648.55	OFFICE USE ONLY
TOTAL REQUESTED FROM ASI	\$936.32	
AMOUNT FROM OTHER SOURCES	0	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	N/A	STAFF INITIALS _____
		TIME STAMP: _____



[APPROVED]

Event Registration

Winter Self-Care Social

Submitted By: [REDACTED] 12:08:39 AM

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?

School Psychology Student Association

Event Name

Winter Self-Care Social

Estimated Attendance

Please describe the estimated attendance of participants for this event.

45

About the event

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

This will be a de-stress winter social where participants will receive crafting supplies and self-care kits in person beforehand to work on together via Zoom. All participants will create art crafts related to the theme "self-care" using paint, beads, and drawing materials. The Zoom call will allow participants to chat, build community within school psychology, and participate in guided mindfulness activities in breakout rooms while crafting in the comforts of their home.

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 - 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.

Virtual

Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Zoom

How can participants RSVP for this event?

Online

By email

Do participants need to RSVP?

Yes

RSVP Link

Requires http:// or https://

<https://forms.gle/N5jmZ83DU5FY5t4w7>

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.

<https://calstatela.zoom.us/j/85012510878>

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.

[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?

Email

Social Media

Social Media Site

Instagram

Social Media Handle

spsacsula

Marketing Media Upload*

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

[95672944-9b63-4ee5-8666-e19ab053430b.pdf](#)

Who is invited to this event?

Student organization members

Cal 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.

SOCIAL

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.

Social 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 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 consisting of the letters 'L' and 'T' in a simple, bold, black ink style.

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
- 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 all instructions provided by CSI, including submitting all completed forms and

Winter Self-Care Social Cost Breakdown

Paodey 30,000 Pcs 3mm 8/0 Glass Seed Beads Friendship Bracelet Making Kit	\$24.68
Madisi Painting Canvas Panels	\$26.45
Amazon Basics Sketch Pad	\$142.10
498 PCS Premium Party Favors	\$30.86
SPSA Sweatshirts	\$1424.46
Total	\$1648.55
Requested ASI Total	\$936.32

Arts, Crafts & Sewing > Beading & Jewelry Making > Beading Supplies > Beading Kits



Roll over image to zoom in

Paodey 30,000 Pcs 3mm 8/0 Glass Seed Beads Friendship Bracelet Making Kit, 96 Colors Small Beads with Letter Accessories Charms for Rings Necklaces Jewelry Making DIY Craft Gift (5Boxes)

Visit the Paodey Store
4.8 36 ratings
300+ bought in past month

Black Friday Deal
-25% **\$22.39**
Typical price: \$29.99

One-Day
FREE Returns

Exclusive Prime price
Save 5% on 4mm Seed Beads. **Limit 1** Applicable Promotion

- Size: **3mm**
- 3mm** \$22.39
 - 4mm \$21.99

Brand Paodey
Age Range (Description) Kid
Color 96 colors
Item Dimensions LxWxH 7.56 x 5.31 x 4.13 inches

Delivery | **Pickup**

\$22.39
 One-Day
FREE Returns

FREE delivery Tomorrow, November 22. Order within 5 hrs 13 mins

Deliver to Laura - El Monte 91732

In Stock
Qty: 1

Add to Cart
Buy Now

Ships from: **Amazon**
Sold by: **Paodey**
Returns: Returnable until Jan 31, 2024
Payment: Secure transaction

Add a gift receipt for easy returns

Add to List

Arts, Crafts & Sewing > Painting, Drawing & Art Supplies > Boards & Canvas > Canvas Boards & Panels



Roll over image to zoom in

Madisi Painting Canvas Panels 72 Pack, 5X7, Classroom Value Pack Art Canvas

Visit the Madisi Store
4.8 1,115 ratings

Amazon's Choice in Canvas Boards & Panels by Madisi

700+ bought in past month

Black Friday Deal
List Price: \$39.99
Prime Price: **\$23.99**
FREE Returns
You Save: **\$16.00 (40%)**
Exclusive Prime price

Brand Madisi
Color White
Material Cotton
Item Weight 8 Ounces
Product Dimensions 10.6"L x 7.5"W

About this item

- Super value 72 pack, 5X7 canvas panels, classroom pack.
- Ideal art surface for effortless canvas painting.
- Ready for paint, primed weight 8 oz, not easy to crack.
- Suitable for oils, acrylics, gouache and tempera.
- Acid free, ideal for kids, students, beginners and amateurs.

Customer ratings by feature

Delivery | **Pickup**

One-time purchase: \$23.99

FREE delivery: Friday, Nov 24
Ships from: Amazon
Sold by: Madisi

Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose **Ship in Amazon packaging** at checkout.

Subscribe & Save: **5%** ~~10%~~
\$22.79

Save 5% now and up to 10% on future deliveries. [Learn more](#)

First delivery on Nov 24 [change](#)

In Stock
Qty: 1

Deliver every:
3 months (Most common)

Set Up Now



Roll over image to zoom in

Amazon Basics Sketch Pad, 9"x12", 67 lb. / 100 gsm, 100 Sheets, White

Visit the Amazon Basics Store
 4.7 1,708 ratings
 600+ bought in past month

-14% **\$12.99**

Typical price: \$15.00

One-Day
 FREE Returns

Size: **9"x12"**

5.5"x8.5"	9"x12"
\$7.99	\$12.99

Brand	Amazon Basics
Color	White
Material	Cardstock
Sheet Size	9 x 12 inches
Paper Finish	Smooth

About this item

- Artist's sketch book for amateurs, professionals, and students
- Smooth fine tooth surface is ideal for dry media such as charcoal, graphite, colored pencils and more
- Lightweight, acid-free construction for archival longevity
- Micro-perforated edge allows sheets to be easily removed from the pad
- Durable double-spiral binding, heavy chipboard backing, cardstock cover

Delivery Pickup

\$12.99

One-Day
 FREE Returns

FREE delivery **Tomorrow, November 22**. Order within 2 hrs 41 mins

Deliver to Laredo - El Monte 91732

In Stock

Qty: 18 v

Add to Cart

Buy Now

Ships from Amazon.com
 Sold by Amazon.com
 Returns Returnable until Jan 31, 2024

Payment Secure transaction

Add a gift receipt for easy returns

Add to List v



Roll over image to zoom in

498 PCS Premium Party Favors for 3-10 ages Kids, Assortment Party Toys, Goody Bag Fillers, Classroom Prizes, Treasure Box Stuffers, Birthday Gift Toy, Pinata Stuffers, Carnival Prizes for Boys And Girls

Brand: Leechie
 4.6 48 ratings

Amazon's Choice

600+ bought in past month

Black Friday Deal

-20% **\$27.99**

Typical price: \$34.99

One-Day
 FREE Returns

Exclusive Prime price

Get \$100 off instantly. Pay \$0.00 \$27.99 upon approval for the Prime Store Card. No annual fee.

Color	Multicolor
Material	Plastic
Brand	Leechie
Unit Count	498.0 Count
Theme	party favors

About this item

- 498 PCS Premium Party Favor Set: This large box is packed with high-quality

Delivery Pickup

\$27.99

One-Day
 FREE Returns

FREE delivery **Tomorrow, November 22**. Order within 1 hr 26 mins

Deliver to Laredo - El Monte 91732

In Stock

Qty: 1 v

Add to Cart

Buy Now

Ships from Amazon
 Sold by light wip
 Returns Returnable until Jan 31, 2024

Payment Secure transaction

Add a gift receipt for easy returns

Add to List v

Add to Registry & Gifting v

Price Quote



Kustom Imprints
Quality Screen Printing, Embroidery & Promotional Items

Quote # **15289**
Date **11/16/2023**

Sales Representative
Kristy Moore
(714) 771-5768 Ext. 103
kristy@kustomimprints.com

Customer [REDACTED]

Phone

Email

Project # Project

Qty	Item Description	Price	Total
60	Port & Company - Core Fleece Crewneck Sweatshirt. Style: PC78 Item Color: Any Color Embroidered Design: Design on Front	\$21.20	\$1272.00
1	Set Up Fee For Embroidered Design	\$50.00	\$50.00



Normal Production Time:
10 - 15 Work Days
(Contact us for RUSH options)

Subtotal	\$1322.00
7.75% Sales Tax	\$102.46
Shipping / Freight	
Total	\$1424.46

Unless noted otherwise, the above price includes the garment or item, screen printing (or embroidery), screen preparation charge, & set-up charges. This price is good for 30 days after above listed date. Price does not include California state sales tax.

Sweatshop Free

Kustom Imprints' Sweatshop- Free Commitment

Since our establishment, Kustom Imprints has been committed to maintaining the very best work environment for our employees. These best practices are a top priority of Kustom Imprints, and it's important to us that our customers know that our in-house screen printing and embroidery is free of the poor working conditions that are common in this industry.

In addition to maintaining these standards in our workplace, we strive to offer a wide variety of brands of apparel that we can print on – including American-made and sustainably-made options.

California State Garment License



Kustom Imprints' verifiable garment license shows that our sweatshop-free commitment is not an empty promise. The best way that an individual (in California) can research if the screen printing and embroidery businesses operate sweatshop-free is to find out if they have a valid California State Garment License. Any business that conducts garment manufacturing in the state of California is required to apply and maintain a valid California State Garment License.

To verify who has a garment license, just head to the State's online database located at

www.dir.ca.gov/databases/dlse/r/Garmreg.html



FW: Port & Company Feedback

1 message

SanMar Sales <sales@sanmar.com>

Tue, Nov 14, 2023 at 12:15 PM

To: "schoolpsychologycsula@gmail.com" <schoolpsychologycsula@gmail.com>

Thank you for the question Laura!!

No, we do not produce our PC78's in sweatshops.

We suggest you contact your Supplier for any additional information.

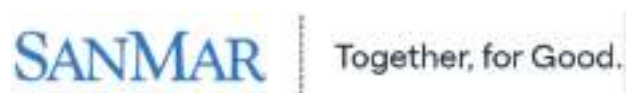
Again, thank you!

Anita Neth | **SanMar**

Account Coordinator II | Inside Sales

206.727.3200 Ext 5717

Monday-Friday 8:45 am - 5:15 pm PST



Check out these tutorial videos on time-saving resources available via [sanmar.com](https://www.sanmar.com).

[Inventory Checks](#), [Backorders ETAs](#), [Orders & Returns](#) or [Order status](#), [Tracking](#) and [Invoice info](#) via [My SanMar](#) ..

From: Customer Services Team <no-reply@portandcompany.com>

Sent: Sunday, November 12, 2023 1:19 PM

To: Customer Feedback <customerfeedback@sanmar.com>

Subject: Port & Company Feedback



New contact us request:

Name: [REDACTED]

Email: schoolpsychologycsula@gmail.com

Comments: Hello, Are your "PC78 Port & Company® Core Fleece Crewneck Sweatshirt" manufactured in a sweatshop-free environment? I would like to use them for club merchandise manufacturing for my student org.

- Manufacturer: Kustom Imprints
- Sweatshirt blank: PC78 Port & Company® Core Fleece Crewneck Sweatshirt
- Embroidered logo
- Placement on front, left chest
- Color: Ash
- Sizes: S-XXL



Logo:



Front:



Back:

SPSA

Winter Self-Care Social

**Saturday, 12/16
12-2PM
on Zoom**

Join us to practice self-care through
crafting and guided mindfulness activities
to de-stress! Club sweaters will be
distributed for the event.

RSVP HERE:

<https://forms.gle/7UUtP5ejUYgWBmxk7>

