

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: _____

CLUB/ORG: School Psychology Student Association
 EVENT TITLE: NASP Convention 2024
 DATE(S) OF EVENT: Feb 14 - 17 SEMESTER: SPRING
 EVENT LOCATION: New Orleans, Louisiana
 TOTAL ATTENDANCE: 5,600
 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:
 The NASP convention is a professional development conference that is tailored for school psychologists, graduate students, and related professionals across the country

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 CSULA students have an opportunity to gain insight on what school psychologists do and how to grow professionally in the field. This is a valuable opportunity to learn new skills and network.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Lodging	6,475			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
					Travel

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 14,250
 TOTAL REQUESTED FROM ASI: 3,000
 AMOUNT FROM OTHER SOURCES: 0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 N/A

OFFICE USE ONLY

STAFF INITIALS: _____
 TIME STAMP: _____



Trip & Price Details

Price Payment Confirmation

Flight [Modify](#)

Wed 2/14	# 2797 / 2985 LAX 5:45 AM	→ MSY 1:30 PM	5 hr 45 min	1 stop	Wanna Get Away Only 2 left!	Price per Passenger \$244.24
Sat 2/17	# 1721 / 2473 MSY 6:15 PM	→ LAX 10:05 PM	5 hr 50 min	1 stop	Wanna Get Away	Taxes and fees per Passenger \$66.72
						Total per Passenger \$310.96
						Passenger(s) x1
						Flight total \$310.96 <small>or from \$31/mo* with uplift Learn more</small>

Special Room Rates

NASP has secured special room rates at two hotels. **Make your reservation by January 17, 2024, to guarantee discounted rates.** Attendees must register for the convention before gaining access to the discounted rates. Rooms may sell out before that date.

New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Single/Double	Triple	Quad
\$259*	\$284*	\$309*

[APPROVED]

Event Registration
NASP Convention

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?
School Psychology Student Association

Event Name

NASP Convention

Estimated Attendance

Please describe the estimated attendance of participants for this event.
25

About the event

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

The NASP convention is a professional development conference that is tailored for school psychologists, graduate students, and related professionals across the country. CSULA students have an opportunity to gain insight into what school psychologists do and how to grow professionally in the field.

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

02/14/2024 - 8:00 AM

End Date/Time

02/17/2024 - 10:00 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?

Online

RSVP Link

Requires http:// or https://

<https://www.nasponline.org/professional-development/2024-nasp-annual-convention>

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.

555 CANAL STREET, NEW ORLEANS, LOUISIANA, USA, 70130

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?

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

Who is invited to this event?

Cal State LA Community

General Public

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

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.
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.
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 in black ink, appearing to be the initials 'AE' with a flourish at the end.

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

2024 NASP ANNUAL CONVENTION

THE NEW ORLEANS
MARRIOTT

February 14th - 17th 2024

REGISTER BY JANUARY 10TH
TO SAVE \$30

The program is filled with learning
and networking opportunities.
Learn more about this year's
keynote speaker, featured
sessions, president's strands
AND MORE!

NEW ORLEANS, LOUISIANA

For more
information
and tickets

