

ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- 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.

Checkboxes for CSI EVENT REGISTRATION FORM, EVENT ESTIMATES / INVOICES (NOT PAID), EVENT FLYER WITH ASI LOGO, and REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT.

PART 2 - CONTACT & ORGANIZATION

Form fields for OFFICER NAME, OFFICER TITLE, ADDRESS, CITY, STATE, ZIP, PHONE, and SIGNATURE (with handwritten signature 'Susely Torne').

Form fields for CLUB/ORG: The Trans Queer Connection, EVENT TITLE: Holiday Ho-Ho-Ho Down, DATE(S) OF EVENT: 12/6/23, SEMESTER: FALL, EVENT LOCATION: USU Los Angeles AB Rooms, TOTAL ATTENDANCE: 38, and EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 38.

PART 3 - EVENT DESCRIPTION

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

NO BRIEFLY DESCRIBE THE EVENT: We want to create our last activity as a festive event where people can bring PJ's, enjoy decor and gingerbread house making!

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? This will take place before holidays to have a celebration experience for those away from home. We want to bring last step of community and peace for finals to everyone.

PART 4 - COST BREAKDOWN

Table with columns DESCRIPTION and AMOUNT for HOSPITALITY category.

Table with columns DESCRIPTION and AMOUNT for BARBARIA / CONTRACTS category.

Table with columns DESCRIPTION and AMOUNT for MARKETING category.

Table with columns DESCRIPTION and AMOUNT for OTHER category, listing items like Gingerbread House kit (\$61.99), Christmas Wooden Painting Craft Kit (\$16.99), and 100PCS LGBT Gay Pride Stickers (\$5.89).

PART 5 - EVENT SUMMARY

Summary fields: TOTAL COST OF THE EVENT \$84.87, TOTAL REQUESTED FROM ASI \$84.87, AMOUNT FROM OTHER SOURCES, and WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

OFFICE USE ONLY fields: STAFF INITIALS (with handwritten initials 'st'), TIME STAMP: 11/22/2023





[APPROVED]

Event Registration on

Holiday Ho-Ho-Ho Down

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?
The Trans Queer Connection

Event Name

Holiday Ho-Ho-Ho Down

Estimated Attendance

Please describe the estimated attendance of participants for this event.
38

About the event

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

It is an event to relax in preparation for the end of the semester and finals. People are encouraged to wear their comfiest clothes and anything that brings them comfort.

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

12/06/2023 - 4:30 PM

End Date/Time

12/06/2023 - 6:30 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

Un vers ty-Student Un on Bu d ng

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.

USU Los Ange es AB Rooms

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.

[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?

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.

COMMUNITY BUILDING AND CELEBRATION

MEETING

SOCIAL IDENTITY EXPLORATION

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.
Meeting (hosting)

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://asca.statea.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance via email asvcf@ca.statea.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



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 organizationa 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 instructions provided by CSI, including submitting a completed forms and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcohol 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 Alcohol 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 alcohol 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. [Additional guidelines can be found in the Student Organization Handbook](#).

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND SPONSORING PROGRAMS ARE NOT
WARRANTED BY THE UNIVERSITY OF CALIFORNIA, LOS ANGELES



Holiday **Ho-Ho-Ho** Down

Los Angeles Rooms AB

Dec 06 | 4:45-6:30PM

Shopping Cart

[Deselect all items](#)

Price



Gingerbread House kit [Set of 4] DIY Gingerbread House, Fun Holiday Activity for Kids, Ease Crafted Grooves Decor Kit of 4 Houses/8 ppl/Fondant/Snowf...
by SEWANTA

\$61.99

[Save more with Subscribe & Save](#)

#1 Best Seller in Dessert Decorating Kits

In Stock

Eligible for FREE Shipping

This is a gift [Learn more](#)

Size: 4 Pk

Qty: 1

[Delete](#)

[Save for later](#)

[Share](#)

Subtotal (1 item): **\$61.99**

Shopping Cart

[Deselect all items](#)

Price



Christmas Wooden Painting Craft Kit, Paint Your Own Xmas Ornaments, Unfinished Wood Slices Christmas Crafts for Kids Adults, Art and Craft Sup...

\$16.99

In Stock

Eligible for FREE Shipping & FREE Returns

This is a gift [Learn more](#)

Color: red

Qty: 1

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Subtotal (1 item): **\$16.99**

Shopping Cart

[Deselect all items](#)

Price



100PCS LGBT Gay Pride Stickers Bright Technicolor Water Bottle Gay Love Lesbian Bisexual Transgender Stickers Waterproof for Laptop Water Bottle...

\$5.89

In Stock

Eligible for FREE Shipping & FREE Returns

This is a gift [Learn more](#)

Color: Light Pride

Qty: 1

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)

Subtotal (1 item): **\$5.89**