

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: <input type="text"/>	CLUB/ORG: <input type="text" value="Folklorico de Aguilas de CSULA"/>
OFFICER TITLE: <input type="text"/>	EVENT TITLE: <input type="text" value="9th CSU Folklorico Showcase 2024"/>
ADDRESS: <input type="text"/>	DATE(S) OF EVENT: <input type="text" value="2/24/2024"/> SEMESTER: <input type="text" value="SPRING"/>
CITY: <input type="text"/> STATE: <input type="text"/> ZIP: <input type="text"/>	EVENT LOCATION: <input type="text" value="CSUN Plaza del Sol Performance Hall"/>
PHONE: <input type="text"/> EMAIL: <input type="text"/>	TOTAL ATTENDANCE: <input type="text" value="20"/>
SIGNATURE: <input type="text"/>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <input type="text" value="20"/>

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The event is being hosted by CSUN and this is their annual showcase for Folklorico dancing. They have invited many Folklorico groups from different universities.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will give the club members the chance to showcase their hard work and represent Cal State LA with their dancing. The attire from funding for will also be used for future events.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Club Banner (banner with student org. on it)	\$25	dance shoes (20 pairs @ \$50 each)	\$1000
<input type="text"/>	<input type="text"/>	Earrings (20 pairs @ \$15 each)	\$250
<input type="text"/>	<input type="text"/>	Folklorico Skirts (20 skirts @ \$80 each)	\$1600
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT
 TOTAL REQUESTED FROM ASI
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



[APPROVED]

Event Registration

Showcase/performance

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?

Folklorico de Aguilas de CSULA

Event Name

Showcase/performance

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

About the event

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

Showcase of members skills and dedication through the form of dance/performance.

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

02/24/2024 - 11:00 AM

End Date/Time

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

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.

Cal State University - Northridge, 18111 Nordoff ST, Northridge, CA 91330

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?

Social Media

Social Media Site

Instagram

Social Media Handle

@folkloricodeaguilas

Marketing Media Upload*

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

[6fd681b0-5534-4a9d-952a-2971910eeb71.jpeg](#)

Who is invited to this event?

General Public

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.

N/A

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.

MUSIC & ENTERTAINMENT

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.

BALLET FOLKLÓRICO AZTLÁN DE CSUN PRESENTS

9TH CSU FOLKLÓRICO SHOWCASE 2024

SATURDAY, FEBRUARY 24, 2024 | 4PM
CSUN PLAZA DEL SOL PERFORMANCE HALL

PERFORMANCES FROM VARIOUS CALIFORNIA STATE UNIVERSITY FOLKLÓRICO GROUPS

BALLET FOLKLÓRICO AZTLÁN DE CSU NORTHRIDGE | BALLET FOLKLÓRICO DE CSU FULLERTON

GRUPO FOLKLÓRICO LUNA Y SOL DE SAN JOSE STATE | GRUPO FOLKLÓRICO MEXICA DE CSU LONG BEACH

FOLKLÓRICO DE ÁGUILAS DE CSU LOS ANGELES | LOS DANZANTES DE AZTLÁN DE FRESNO STATE



Event Details

Event Category

Please select ALL of the categories above that best describes 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.

Off Campus Event

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.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

Yes

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

Ticket/Audience Participation Fee

Please describe the Ticket/Audience Participation Fee and how funds are to be collected

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

Cal State Uni. Northridge link tree (tickets.csunas.org)

Will a movie/show 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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

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, consisting of several loops and a long horizontal stroke extending to the right.

Scroll up to submit this form.

Event Guidelines & Resources

Pricing Estimates for required items for funding:

- Student organization Banner:
\$25
<https://www.etsy.com/listing/1339205989/custom-flag-3x5-ft-print-image-logo-text>



We have not gotten written estimates of the skirts, earrings and shoes, but we did contact their phone number and receive estimates talking to the owners. Below is their store phone number and Instagram.

<https://www.instagram.com/thefolkloricofactory/?igsh=NTYzOWQzNmJjMA%3D%3D>
(626) 551-9767

The estimates are as follows
\$50 per pair of dance shoes
\$15 per pair of Mexican earrings
\$80 per Folklorico skirt

BALLET FOLKLORICO DE AGUILAS

CSU 9th Folklorico Showcase

*Join us as we perform
alongside a few of our fellow
CSU folklorico teams.*

4PM | FEBRUARY 24, 2024
CSUN PLAZA DE SOL
PERFORMANCE HALL

Tickets for sale now! Get yours today
by calling (818) 677 - 2488 or ordering
them from <https://tickets.csunas.org>

