

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.

- 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: Public Health Student Association
 EVENT TITLE: PHSA T-Shirt Fundraiser
 DATE(S) OF EVENT: 04/08/2024 SEMESTER: SPRING
 EVENT LOCATION: Salazar Hall Room 163
 TOTAL ATTENDANCE: 80
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 80

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We will distribute/sell shirts to students with a "Public Health" design from Arbol Screen Prints in order to raise funding for future PHSA Grad Send-off event.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students can gain a sense of community, unity, and belonging on campus by having a t-shirt signifying their relationship with the Public Health world and Cal State La.

PART 4 - COST BREAKDOWN

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

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
		Public Health T-shirts from Arbol S.P.		\$1,028.20	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,028.20
 TOTAL REQUESTED FROM ASI \$1,028.20
 AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration on

PHSA T-Shirt Fundraiser

Revised By: [REDACTED]

[APPROVED]

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?
Public Health Student Association

Event Name

PHSA T-Shirt Fundraiser

Estimated Attendance

Please describe the estimated attendance of participants for this event.
80

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

The organization is hosting a shirt fundraiser to raise money for the Public Health Department's annual graduation sendoff for seniors who graduate in Spring of 2024. Students of any department can drop by and purchase a shirt in cash. The fundraiser will take place on April 8th, 2024 on a Monday from 2 pm to 3:30 pm.

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

04/08/2024 - 2:00 PM

End Date/Time

04/08/2024 - 3:30 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

Classroom Space

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.

Saazar Hall Room 163

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?

Soc a Med a

Social Media Site

Instagram

Social Media Handle

csu a_phsa

Marketing Media Upload*

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

[2afcc609-aceb-49af-8900-1a496fa192e2.png](#)

Who is invited to this event?

Ca State LA Commun ty

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

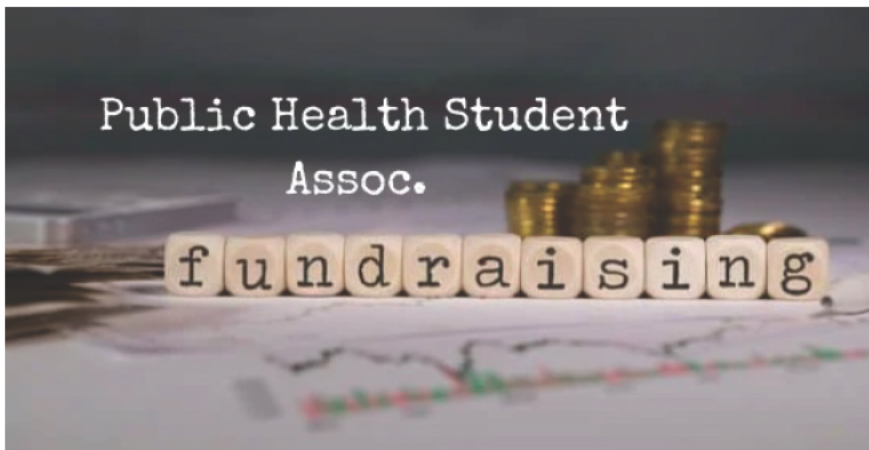
Tags

Students can filter events by tags. You may choose multiple tags for a single event.

FUNDRAISER

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 ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered. Proceeds to Benefit (Fundraisers, Tabling Selling Non-Food/Items, Collecting Donations)

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 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.

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.

Item Sale (store bought foods or merchandise)

Item Sale - Please describe the items being sold and how funds will be collected.

Store-bought food items or merchandise.

Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval

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.

Items include a back t-shirt with the PHSA logo on it, with a definition of Public Health on the back. Shirts sizes XS to 2XL will be sold. Funds will be collected through a cash on y system

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 Ca 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 organization 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 [Ca 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, appearing to be 'A. B.', written on a signature pad.

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



I N V O I C E

Bill To:

Ship To:

Invoice#:

Invoice Date:

11/16/2023

Customer ID:

CSULA PHSA

Date	Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID
11/16/2023			Willie Arevalo				

Quantity	Item	Units	Description	Unit Price	Discount	Discounted Unit Price	Total
100	Shirts	80	20S/20M/20L/20XL	\$8.49			\$679.20
		20	20XXL	\$10.49			\$209.80
		2	Screen/Press Set-Up	\$25.00			\$50.00

Subtotal	\$939.00
Tax	\$89.20
Shipping	\$0.00
Miscellaneous	\$0.00
Total	\$1,028.20

REMITTANCE

Customer ID:

Date: 11/16/2023

Amount Paid: \$0.00

Amount Due: \$1,028.20

X _____

Signature

I agree to pay the total amount due shown above.

We also accept credit card payments via paypal.com, a 3% fee will apply. Please send credit card payments to: warevalo@arbolscreenprints.com

Thank you for your business!

Public Health Student Association *T-Shirt Fundraiser*



INTEREST FORM

\$25 IN-PERSON PURCHASE
PICK UP ON 4/8/24 @ 2 PM - 3:30 PM
SH ROOM 163

