

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE:

CLUB/ORG: Lobby Days Caucus
 EVENT TITLE: Lobby Days 2024
 DATE(S) OF EVENT: 04/20/24 - 04/22/24 SEMESTER: SPRING
 EVENT LOCATION: Sacramento
 TOTAL ATTENDANCE: 1200
 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:

In this event we will discuss what the Lobby Days Conference in Sacramento is (taking place on Saturday April 20-Monday April 22) and help CSULA students register for the conference.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This is a great opportunity to learn more about the legislative process and get a "hands-on" lobbying experience of talking with state legislators and/or their staff about important policy issues.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
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MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	<input type="text"/>	<input type="text"/>		<input type="text"/>	Registration Fees (\$95 x person)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$2,375 (estimate)
 TOTAL REQUESTED FROM ASI \$2,400
 AMOUNT FROM OTHER SOURCES \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



[APPROVED]

Event Registration

Table Talk #4: Register for Lobby Days

Revised By: [REDACTED] 2

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?

Lobby Days Caucus

Event Name

Table Talk #4: Register for Lobby Days

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.

This event seeks to have CSULA students learn more about the Lobby Days Conference in Sacramento taking place on Saturday April 20-Monday April 22. We will discuss where we will stay, how we will get there, what to look forward to at the conference, and how to register for the conference. We will also have a Q&A to answer any other questions students may have and to help them register for the conference.

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

02/26/2024 - 6:30 PM

End Date/Time

02/26/2024 - 7:30 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.

Virtual

Where will the virtual event/meeting take place?

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

Zoom

Do participants need to RSVP?

No

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/82099701512?pwd=V3M5WDNMek5STWFWOHdwZUUzdklPZz09>

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.

[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

Who is invited to this event?

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.

EDUCATIONAL

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.



TABLE TALK #4:
REGISTER FOR LOBBY DAYS



When: Monday Feb. 26, 2024 at 6:30pm

Zoom ID: 820 9970 1512

Passcode: 903498

Join us to learn more about the Lobby Days Conference in Sacramento taking place on Saturday April 20-Monday April 22!! We will discuss where we will stay, how we will get there, what to look forward to at the conference, and how to register for the conference. We will also have a Q&A to answer any other questions you may have!!

@CSULA.LOBBYDAYCAUCUS



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.

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 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)

No

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.

No Fundraising Activity

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

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 'J. L.', 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 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



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- 2 Registration Items
- 3 Sessions
- 4 Registration Summary
- 5 Payment

Registration Items

Select an item and click Next or Submit.

General Attendee
(Includes lunch on Sunday)

\$95.00

Select

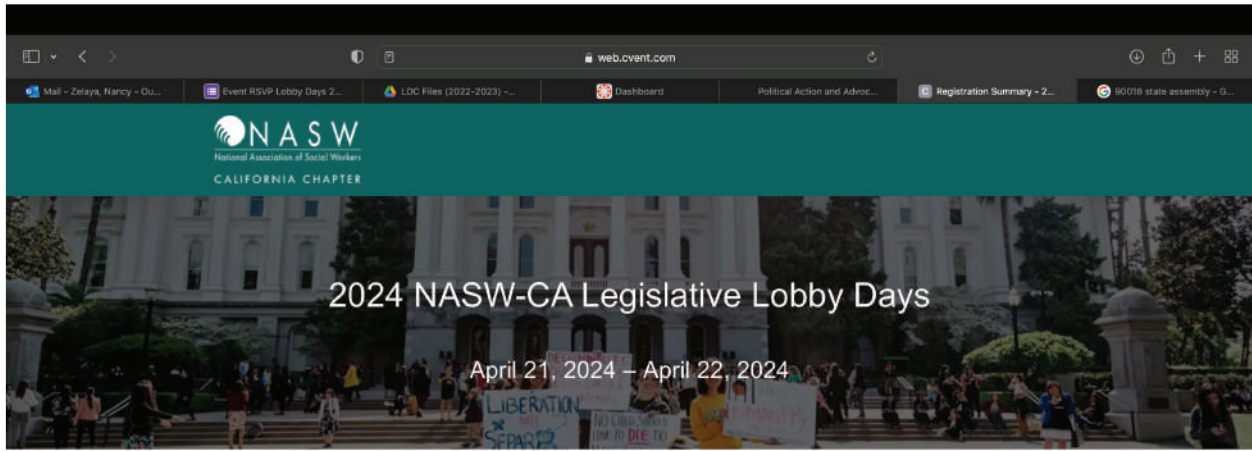
Team Leader

Team Leaders assist in preparing participant groups or "teams" for legislative appointments which will take place Monday. Team Leaders are required to attend a virtual orientation two weeks prior to the event and in-person orientation on Saturday evening. For more information click [here](#).

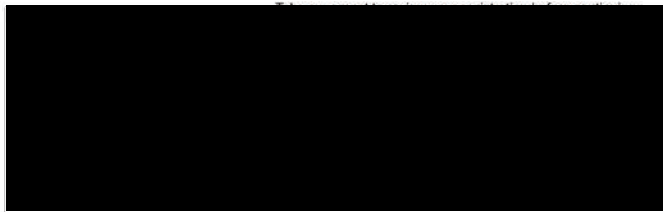
(Includes lunch on Sunday)

\$75.00

Select



Registration Summary



Questions

University Name (if applicable)
CSU, Los Angeles

Are you a faculty member?
No

Pronouns (for name badge)
She/Her/Ella

Agenda

Item	Date	Price
Admission Item General Attendee		\$95.00
Sessions State Senate District 06	4/22/24, 9:00 AM - 4/22/24, 5:00 PM	

Legislative Appointment Policies

If you selected to participate in a legislative appointment, please read the following information

NASW-CA makes every effort to schedule legislative appointments with the attendees' local Assembly member or Senator and/or their staff, however their availability is dependent on many factors.

By accepting a legislative appointment, I agree to the following:

- Registrants who would like to have a legislative appointment need to select one during the registration process.
- The hour of your legislative appointment will be emailed to you prior to the event.
- Appointments will be scheduled any time from 9:00am – 5:00pm on Monday, April 22.
- NASW-CA cannot guarantee the time of day or with whom your appointment will be scheduled, except that all appointments will be concluded by 5:00pm.
- You will be lobbying NASW-CA approved policy topics during your appointment. Remember you are representing NASW, not your school or employer.
- Please go to the appointment for which you are assigned. No changes or substitutions will be made on the day of the event.
- During legislative appointments on Monday, please dress professionally.

* Please indicate below that you reviewed the legislative appointment policies.

I agree with the legislative appointment policies.

Previous Cancel Next



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