

# 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: Rehabilitation Counseling Association  
 EVENT TITLE: RCA Spring Mixer  
 DATE(S) OF EVENT: 03/15/24 SEMESTER: SPRING  
 EVENT LOCATION: Student Union  
 TOTAL ATTENDANCE: 50  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 This event is our annual Spring mixer, which is a time for students to come together and network with each other.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 Internship supervisors and employers will be present to share information about fieldwork and job opportunities. This will give students a direct connection with career opportunities.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	(20) Chicken Fajitas w. Rice & Beans	360.00
	(20) Steak Fajitas w. Rice & Beans	360.00
	(10) Veggie Fajitas w. Rice & Beans	160.00

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 1,127.41  
 TOTAL REQUESTED FROM ASI: 1,127.41  
 AMOUNT FROM OTHER SOURCES: [REDACTED]  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 [REDACTED]

**OFFICE USE ONLY**  
 STAFF INITIALS: [REDACTED]  
 TIME STAMP: [REDACTED]



[APPROVED]

Event Registration

## Spring Mixer

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?

Rehabilitation Counseling Association

### Event Name

Spring Mixer

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

50

### 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.

This is the Spring Mixer for our organization. All students are invited. We will have professional organizations here to recruit students for internships and job opportunities. This will be a great time for students to mingle and network.

## 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

03/15/2024 - 2:00 PM

### End Date/Time

03/15/2024 - 9:00 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://forms.office.com/r/7sHrEujn2F>

## Where will your in-person event/meeting take place?

On-Campus

## On Campus Locations

University-Student Union Building

## 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.  
U-SU Los Angeles Room

## 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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

@rcacsula

### Marketing Media Upload\*

If you plan on marketing this event with media, please upload a copy for review.  
[548d1c5f-5357-4260-a335-4d84407e9820.png](#)

### Who is invited to this event?

Student organization members

Cal State LA Community

General Public

### Will off-campus media be notified about this event?

No

### Tags

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

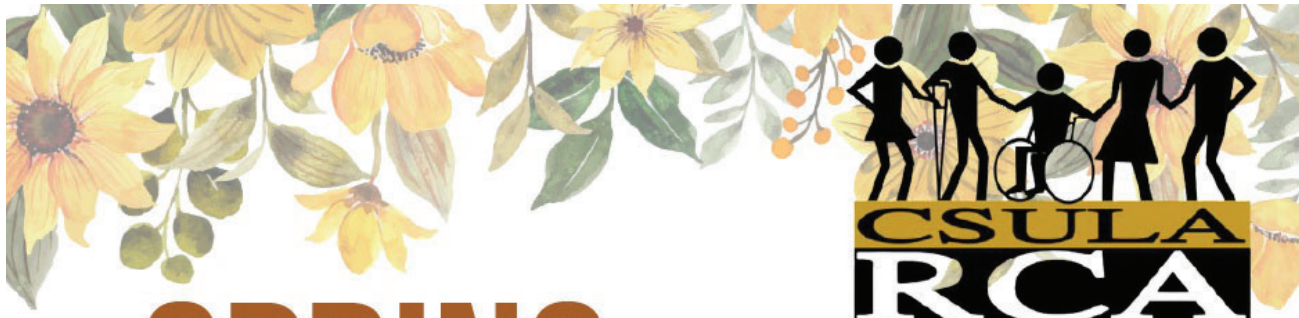
COMMUNITY BUILDING AND CELEBRATION

FREE FOOD

SOCIAL

### 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.



# SPRING *mixer* 2024

GET READY TO MIX AND MINGLE WITH FELLOW STUDENTS AND ALUMNI

- SOCIALIZE WITH YOUR CLASSMATES
- GET TO KNOW YOUR INSTRUCTORS
- CONNECT WITH INTERNSHIP SUPERVISOR
- VOLUNTEER COMMUNITIES OPPORTUNITIES
- SCHOOL UPDATES & QUESTIONS
- MEET EMPLOYERS

-----● 15 ●-----  
 Friday March 5pm-7pm  
 -----● 2024 ●-----

5151 State University Drive, Los Angeles 90032  
 USU- Los Angeles Room



RSVP

## 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.

Social Program

## 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.

Yes

## Who will be providing the food?

University/UAS Catering

### You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

## 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](mailto: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 read "K. DeLeon". The signature is fluid and cursive, with a long horizontal stroke at the end.

**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





Golden  
Eagle  
Hospitality

for: Event # E41190  
on: Friday, March 15, 2024

Client/Organization Rehabilitation Counseling Association	Event Date 3/15/2024 (Fri)	Booking Contact Soto Dos Santos , Borgg	Event # E41190
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (650) 441-4044
Party Name RCA SPRING MIXER	Sales Rep Amanda Tapia	Theme	Category

**Venue**

Description	Type	Start	End	Banquet Room
		4:30 pm	4:45 pm	Student Union

**Food & Beverage**

Food/Service Items	Unit	Price	Total
Delivery to USU- LA Rooms for 4:45 PM			
Hot Pre-packaged w/ Utensils			
(20) Chicken Fajitas w/ Rice & Beans	Each	18.00	360.00
(20) Steak Fajitas w. Rice & Beans	Each	18.00	360.00
(10) VEGGIE- Fajitas w/ Rice & Beans	Each	16.00	160.00
*No Beverage			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	880.00	0.00	0.00	0.00	0.00	0.00	0.00	880.00
Service Charge	149.60	0.00	0.00	0.00	0.00	0.00	0.00	149.60
Taxes	97.81	0.00	0.00	0.00	0.00	0.00	0.00	97.81
Total	1,127.41	0.00	0.00	0.00	0.00	0.00	0.00	1,127.41

Subtotal	880.00	Paid	0.00
Tax	97.81	Balance	1,127.41
Service Charge	149.60		
Total Value	1,127.41		

**Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.**



**ASSOCIATED STUDENTS, INC.**

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

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