

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: [REDACTED]	CLUB/ORG: Child Development Association
OFFICER TITLE: [REDACTED]	EVENT TITLE: End of the Year Celebration
ADDRESS: [REDACTED]	DATE(S) OF EVENT: May 6, 2024 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Golden Eagle Ballroom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: TBD
SIGNATURE: <i>Catherine Wong</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 200

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

A collaboration with the Child Development Department to celebrate the seniors. Students' families are invited, as well as professors. The event will include speakers, food, photos, and

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will enhance the CSULA experience by giving students a sense of community and help them celebrate their accomplishments. It is their last send off before graduating!

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
[REDACTED]	[REDACTED]	Flowers for Speakers	\$82.13
[REDACTED]	[REDACTED]	Medals	\$350
[REDACTED]	[REDACTED]	Photobooth	\$250
[REDACTED]	[REDACTED]	Cords	\$30.65
[REDACTED]	[REDACTED]	Sashes	\$840

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
[REDACTED]	[REDACTED]	Decorations	\$179.17
[REDACTED]	[REDACTED]	Stickers	\$19.71
[REDACTED]	[REDACTED]	Blankets and Tumblers	\$116.30
[REDACTED]	[REDACTED]	Pens	\$52.75
[REDACTED]	[REDACTED]	Baskets	\$13.78

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,993.67

TOTAL REQUESTED FROM ASI \$1,993.67

AMOUNT FROM OTHER SOURCES [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

End of the Year Celebration

[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?

Child Development Association

Event Name

End of the Year Celebration

Estimated Attendance

Please describe the estimated attendance of participants for this event.

200

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 End of the Year Celebration is an event in collaboration with the Department of Child and Family Studies to recognize the seniors (Fall 2023, Spring 2024, and Summer 2024) hard work and dedication in their education. The event will have food, photo opportunities, student speakers, raffles, and recognizing students on a stage. Students are able to bring their families to celebrate

their accomplishments Child development professors are invited too! This event is a great way to build community and reminisce on our time at CSULA.

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

05/06/2024 - 4:00 PM

End Date/Time

05/06/2024 - 8:00 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?

By invitation only

On Campus Locations

Golden Eagle Ballroom(s)

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

On-Campus

You have indicated that you want to hold this event at the Golden Eagle Ballroom(s).

- 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.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your ballroom request.
- UAS will either approve or deny this form submission based on their availability of the Golden Eagle Ballroom(s). 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.

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.

The Golden Eagle Ballroom

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?

Email

Social Media

Social Media Site

Instagram

Social Media Handle

@csulacda

Marketing Media Upload*

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

[503c15e1-e9d7-48cf-bd53-2ec6b5c5ac53.png](#)

Who is invited to this event?

Student organization members

Closed to Guest List

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

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.



CHILD STUDIES INVITES YOU TO

END OF YEAR CELEBRATION

CELEBRATE THE GRADUATING CLASS OF 2024
AND STUDENT LEADERSHIP

MONDAY

MAY
6
2024

AT 5PM

GOLDEN EAGLE BALLROOM
CALSTATE LA

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 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?

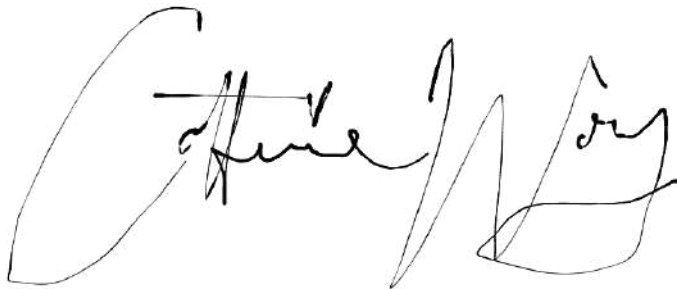
No

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 "Catherine Wong". The signature is written in a cursive style with a large, sweeping initial "C".

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



RUBFAC Royal Blue Gold Balloons Garland Arch Kit, Royal Blue Metallic Gold White Balloons with Star Foil Balloons for Graduation Birthday Baby Shower Party Supplies Decorations

SERONLINE

\$9.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: SERONLINE

 Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging



Yzurbu Gold Star Garland, 78 Feet Double Side Hanging Sparkly Paper Star Banner Decorations for Birthday Wedding Engagement Baby Shower Christmas Holiday Party

\$7.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Yzurbu Direct

 Add gift options



Brightown 24 Pack Fairy Lights Battery Operated String Lights - 7 ft 20 LED Mini String Lights Waterproof Silver Wire Firefly Lights for Vases Mason Jars DIY Crafts Plants Table Centerpieces Wedding

\$18.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Doris Decor

 Add gift options



Navy-Blue Moon Gold Star Confetti - 300pcs Glitter Twinkle Little Star Table Confetti Eid Ramadan Mubarak Decoration Birthday Wedding Baby Shower Party Decor Lasting Surprise

Lasting Surprise

\$8.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Lasting Surprise

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging



60g star Confetti Glitter Star Table Confetti Metallic Foil Stars for Party Wedding Festival Decorations (Gold Silver 60g, 10mm and 6mm)

Hestya

\$8.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Shappy Online

Add gift options



MENG CORE 50000pcs/bag Home Decor Pearl Shaped Crystal Soil Water Beads Bio Gel Ball for Flower/Weeding Mud Grow Magic Jelly Balls (Clear)

\$9.98 ✓prime & FREE Returns ▾

Qty: 1 ▾

Choo

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Fairfield The Original Poly-Fil, Premium Polyester Fiber Fill, Soft Pillow Stuffing, Stuffing for Stuffed Animals, Toys, Cloud Decorations, and More, Machine-Washable Poly-Fil Fiber Fill, 6.5 lbs. Box

\$32.54 & **FREE Returns** ▼

Qty: 1 ▼

Sold by: Amazon.com Services, Inc

Gift options not available

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging

Choose your Prime delivery option:

Thursday, Mar 21


FREE Prime Delivery

Place your order

Order total: \$146.09

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Is sales tax being applied? See tax and seller information

ITEM	PICK UP OR DELIVERY	QUANTITY	PRICE
 <p>Clear Glass Cylinder Vases, 6.0 x 3.5 in. SKU#: 208602</p>	<input checked="" type="radio"/> FREE In-Store Pickup <i>Estimated Pickup: 04/08/24</i> <input type="radio"/> UPS Delivery	<p>Units</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> - 24 + </div> <p>Remove</p>	<p>\$30.00</p>

In-Store Estimated Pick-Up dates are valid for orders placed before 9:30 p.m. ET.

If your order is placed after 9:30 p.m. ET, the Estimated Pick-Up date noted on your **Order Confirmation email** is not guaranteed and could vary. Once your order has been shipped, your **Shipment Confirmation email** will include the confirmed Estimated Pick-Up date.

[Add Promo Code](#) +

Order Summary

Items In Your Cart:	\$30.00
Shipping	-
Estimated Tax:	\$2.85

ESTIMATED ORDER TOTAL: \$32.85

Select FREE Amazon Day Delivery to receive orders in fewer boxes on a single day.

Arriving Mar 16, 2024 If you order in the next 3 hours and 9 minutes (Details)

Items shipped from Amazon.com



**Shappy 20 Pieces Graduation Cords
Bulk Graduation Tassel Honor Cords
Handfasting Cord 2022 Tassel
Graduation Braided Polyester Yarn
Honor Cords for Graduation Students
(Silver)**

\$27.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Jayusing

 Add gift options


Choose your Prime delivery option:

Saturday, Mar 16

FREE Prime Delivery

Sunday, Mar 17

FREE Amazon Day Delivery

 **Fewer boxes, fewer trips.** ▾

[Change delivery day](#)

[Place your order](#)

Order total: \$30.65

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).



Awards You will Remember
3340 Tweedy Blvd
South Gate, CA 90280

Billed To
CDA

Date of Issue
03/19/2024

Invoice Number
00348

Amount Due (USD)
\$350.00

Due Date
03/19/2024

Description	Rate	Qty	Line Total
gold medals with white disc with metallic gold ribbon	\$7.00	50	\$350.00

Subtotal 350.00

Tax 0.00



Total 350.00


Amount Paid 0.00

Amount Due (USD) **\$350.00**

Double check your order details

Shipping and payment

Shipping address  Change	Payment method  Change
	Billing address Same as shipping address Change



Order summary

Item(s) total	\$47.85
Shipping	FREE
Sales tax	\$4.90


Order total (1 item) **\$52.75**

[Place your order to Montebello](#)

By clicking Place your order to Montebello, you agree to Etsy's [Terms of Use](#) and [Privacy Policy](#).

I'd like to round up and donate \$0.25 to the Uplift Fund. [Learn more](#)

MReneeArtAndDesign
Made just for you in 6-8 days from United States

	Custom Pens Personalized Pens Set of 6 Custom ... Font Preference: 1 Personalization: CDA 2023-2024	3	\$47.85 (\$15.95 each)	Choose a shipping method
<input type="checkbox"/> Mark order as a gift <small>Write a gift note and hide the price. Send a gift teaser with tracking info and even a sneak peek.</small>	Choose gift options			<input checked="" type="radio"/> Standard Shipping FREE Estimated delivery: Apr 6-10
<input type="checkbox"/> Apply shop coupon codes				<input type="radio"/> Priority \$9.95 Estimated delivery: Mar 30-Apr 5
<input type="text" value="Add an optional note to the seller"/>				

0445134

CUSTOMER ORDER NO.		DEPARTMENT			DATE	
NAME						
ADDRESS						
CITY, STATE, ZIP						
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
						SHIP DATE
QUANTITY	DESCRIPTION				PRICE	AMOUNT
1						
2						
3	3 packages					
4	spring					
5						
6	max					
7						
8						
9	w/ly					
10						
11	w/ly					
12						
13						
14						
15						
16						
17						
18						
19						
20						
RECEIVED BY					TAX	
					TOTAL	

Wakefield Florist
 2720 N. Broadway
 Los Angeles, CA 90031
 Tel: 323-225-0528 / Cell: 323-371-7540

5/6/24
 (Signature)

Order summary



Holographic sticker samples	\$9
Qty: 10	

Holographic sticker samples	\$9
Qty: 10	

Subtotal	\$18
----------	------

Sales tax	\$1.71
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Total	\$19.71
--------------	----------------

[Apply for tax exemption](#)

My Cart: (10 Items)

 **Ship to Home**
Ready in 5-7 business days



HYDRASIP TOP HANDLE WATER BOTTLE 30OZ



Style: Black

\$25.00

- 5 +




EMBOSSED PLUSH BLANKET 50IN X 60IN

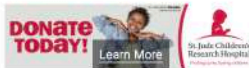


Style: Beige

\$27.75

- 5 +

 **Donations**
A donation will be given on your behalf



Order Summary

Subtotal	\$52.75
Shipping	\$7.95
Total	\$60.70

[Go to Checkout](#)

- or checkout with -

Checkout with  Pay

 Pay

Cart ID: R554811566

My Cart: (10 Items)

Ship to Home
Ready in 5-7 business days



HYDRASIP TOP HANDLE WATER BOTTLE 30OZ

Style: White

\$25.00

- 5 +



EMBOSSED PLUSH BLANKET 50IN X 60IN

Style: Beige

\$27.75

- 5 +



Order Summary

Subtotal \$52.75

Shipping \$7.95

Total \$60.70

[Go to Checkout](#)

- or checkout with -

[Checkout with G Pay](#)

[Apple Pay](#)

Cart ID: R554811566

Essentials Large Bright Plastic Laundry Baskets, 17.5x12 in.

SKU: 197421

★★★★☆ 3.4 (12) [Write A Review](#)

Mart of Montebello, Montebello, CA 90640 [Check nearby stores](#) [Get Directions](#) [View Weekly Ad](#)

Today at this store: **Unavailable**, Ship from Warehouse: **Available** (options below)

\$1.25 each (price, availability & selection may vary by location)

107979
KS
ALL CHOCOLATE BAG
90 OZ
PRICE PER OUNCE
.222
SELL PRICE
19.99



Best if Used By
OCT-01-24

Best if Used By
OCT-01-24

Best if Used By
OCT-01-24

KIRKLAND
Signature
All Chocolate

KIRKLAND
Signature
All Chocolate

KIRKLAND
Signature
All Chocolate

NET WT 2.55 kg (5.6 LB) 90 OZ
NET WT 2.55 kg (5.6 LB) 90 OZ

NET WT 2.55 kg (5.6 LB) 90 OZ
NET WT 2.55 kg (5.6 LB) 90 OZ

NET WT 2.55 kg (5.6 LB) 90 OZ
NET WT 2.55 kg (5.6 LB) 90 OZ

All Chocolate
NET WT 2.55 kg (5.6 LB) 90 OZ
TYPES AND AMOUNTS OF CANDIES WILL VARY AND THIS BAG MAY NOT CONTAIN ALL VARIETIES LISTED

KIRKLAND
Signature
All Chocolate

KIRKLAND
Signature
All Chocolate

KIRKLAND
Signature
All Chocolate

Arriving Mar 28, 2024 If you order in the next 1 hour and 18 minutes ([Details](#))

Items shipped from Amazon.com



10 Pack Candles Gifts for Women, Candles for Home Scented with Two Coasters, Birthday Gifts for Women, Aromatherapy Candle Gifts Set for Christmas Day, Birthday, Mothers Day, Valentine's Day

\$19.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Feibao

Subscribe & Save:

Save up to 5% on future auto-deliveries ▾

Delivery every: **1 month (most common)**

Add gift options



Cricut Smart Permanent Vinyl (13in x 3ft, Maize Yellow) for Explore and Maker 3 - Matless cutting for long cuts up to 12ft

\$6.97 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Amazon.com Services, Inc

Subscribe & Save:

Save up to 5% on future auto-deliveries ▾

Delivery every: **2 months (most common)**

Add gift options

Choose your Prime delivery option:

Tomorrow, Mar 27 and Thursday, Mar 28
FREE Prime Delivery

Thursday, Mar 28
FREE Delivery in fewer trips to your address

Friday, Mar 29
FREE Amazon Day Delivery

Fewer boxes, fewer trips. ▾

[Change delivery day](#)

Get a \$2.25 [digital reward](#) per purchase

Or choose your pickup location:

Pickup available nearby
[Choose a location](#)

Place your order

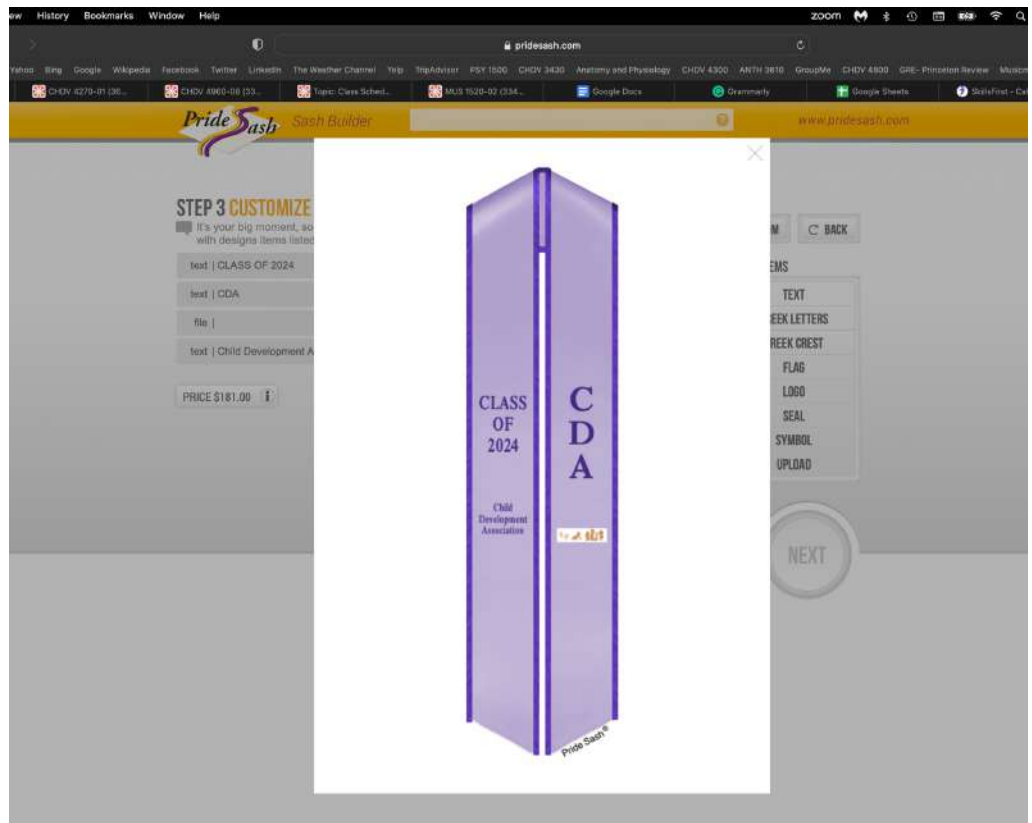
Order total: \$37.15

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).



Other

Candy	\$22.03
Candles and Vinyl Sheets	\$37.15



SERVICE CONTRACT

I. The Parties. This Service Contract (“Agreement”) made by and between:

Service Provider: Photo Closet Photobooth and,

Client: Child Development Association of California State University, Los Angeles.

Service Provider and Client are each referred to herein as a “Party” and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

II. Term. The term of this Agreement shall commence on May 6th, 2024 from 5 PM- 7 PM and terminate:

- **End Date:** May 6th, 2024.

III. Payment Amount. The **Client** agrees to pay the Service Provider the following compensation for the Service performed under this Agreement:

\$250

Hereinafter known as the “Payment Amount”.

IV. Payment Method. The **Client** shall pay the Payment Amount:

The Day of Service May 6th, 2024

SAVE THE DATE

THE CHILD DEVELOPMENT ASSOCIATION
AND THE DEPARTMENT OF CHILD AND FAMILY
STUDIES INVITE YOU TO THE

END OF YEAR CELEBRATION

CELEBRATE THE GRADUATING CLASS OF 2024
AND STUDENT LEADERSHIP

MONDAY

MAY
6
2024

AT 5PM

GOLDEN EAGLE BALLROOM
CALSTATE LA