

FUNDING REQUEST FORM

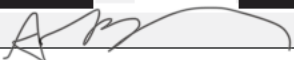
PART 1 - NOTICE & CHECKLIST

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]	CLUB/ORG: Delta Sigma Theta Sorority, Inc.
OFFICER TITLE: [REDACTED]	EVENT TITLE: Farwest Region Conference
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 5/23-5/26 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Honolulu, HI
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 5,000
SIGNATURE: 	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 2

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

54th Farwest Regional Conference will consist of all Chapter Presidents from both alumnae and collegiate chapters. There will also be training.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Attending the conference will help us develop our leadership skills and mentorship opportunities. It will also re-energize our members that will be attending and aid in recruitment strategies.

PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Flight for 2 people	\$1,300
		Hotel for 2 people	\$1,500
		Registration for 2 people	\$720

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3,520

TOTAL REQUESTED FROM ASI \$2,464

AMOUNT FROM OTHER SOURCES \$1,056

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Chapter will fund the difference

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

Farwest Regional Conference

[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?
Delta Sigma Theta Epsilon Zeta Chapter

Event Name

Farwest Regional Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event.
4

About the event

Please describe what this event is about and include all intended activities that will take place.
We will delegate, vote, and commune together.

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

05/23/2024 - 12:00 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?

Yes

How can participants RSVP for this event?

By invitation only

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.

Honolulu, Hawaii

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.



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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Closed to Guest List

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.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:

<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

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

CONFERENCE

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.



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.

Domestic Travel

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.

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

Student Organization Travel

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
 1. Each Cal State LA student who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
 2. Your organization should complete the general waiver and emergency form process first **before** completing/submitted the Event Registration form.
 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[74f5885c-b6a6-4982-9faa-a29ebbb859d.pdf](#)

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.

Approved Exempt Status

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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal tail.

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

[Share](#)

Los Angeles ↔ Honolulu

\$574

Round trip · Economy · 1 passenger

Lowest total price

Selected flights

[Track prices](#)

✈ Departing flight · Thu, May 23 ✕

5:30 PM → 8:17 PM
LAX HNL
 Nonstop · 5 hr 47 min · Delta 262 kg CO2e
-18% emissions

✈ Returning flight · Sun, May 26 ✕

7:00 AM → 3:42 PM
HNL LAX
 Nonstop · 5 hr 42 min · Delta 261 kg CO2e
-18% emissions

Booking options

Book with Delta Airline [Hide options](#)

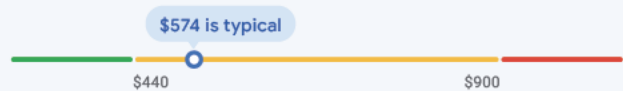
<p>Main Cabin \$574</p> <ul style="list-style-type: none"> ✓ Free seat selection ✓ Standard seat 📦 Priority boarding for a fee ✓ Free change, possible fare difference <hr/> <ul style="list-style-type: none"> ✓ 1 free carry-on 📦 1st checked bag: \$70 <p style="text-align: center; border: 1px solid #005596; border-radius: 15px; padding: 5px; background-color: #005596; color: white;">Continue</p>	<p>Delta Comfort+ \$914</p> <ul style="list-style-type: none"> ✓ Free seat selection ✓ Extra legroom ✓ Priority boarding ✓ Free change, possible fare difference <hr/> <ul style="list-style-type: none"> ✓ 1 free carry-on 📦 1st checked bag: \$70 <p style="text-align: center; border: 1px solid #ccc; border-radius: 15px; padding: 5px;">Continue</p>	<p>First Class \$1,544</p> <ul style="list-style-type: none"> ✓ Free seat selection ✓ Premium seat ✓ Priority boarding ✓ Free change, possible fare difference <hr/> <ul style="list-style-type: none"> ✓ 1 free carry-on ✓ 2 free checked bags <p style="text-align: center; border: 1px solid #ccc; border-radius: 15px; padding: 5px;">Continue</p>
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Fare and baggage fees apply to your entire trip. [Delta bag policy](#)

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

\$574 is typical for Economy

The least expensive flights for similar trips to Honolulu usually cost between \$440–900. ⓘ



Price history for these flights



\$360 per person = \$720 for 2

Transaction Information

Item	Transaction Information	Quantity	Amount
54th Farwest Regional Conference	\$275.00	1	\$275.00
Social Action Luncheon	\$85.00	1	\$85.00
Transaction Total			\$360.00

Hotel reservations – Hotel rates are currently not available but rates will be provided by Delta Sigma

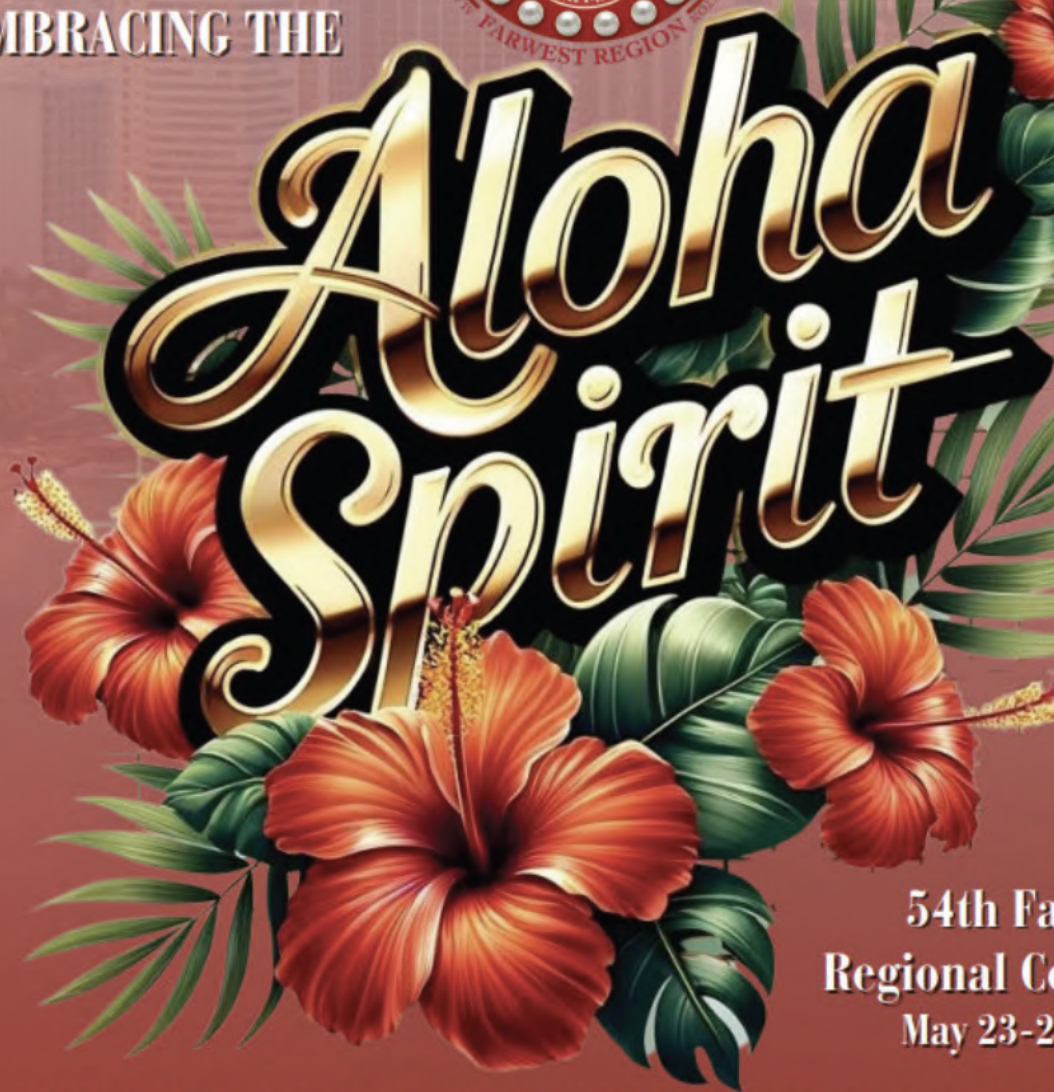
HOTEL RESERVATIONS

The Delta/MCI USA Housing Bureau will provide an easy and convenient way for you to make your hotel reservations online. Reservations are processed on a first-come, first-served basis. MCI USA Housing Bureau has been instructed to honor requests received once registration is open until the cut-off date. Requests received after the cut-off date will be processed by the hotels and based on the current hotel rate and availability.

**DELTA SIGMA THETA SORORITY, INC.
CALL TO CONFERENCE**



EMBRACING THE



**54th Farwest
Regional Conference
May 23-26, 2024**

**FARWEST F.I.R.S.T. ROOTED IN SISTERHOOD,
SCHOLARSHIP, SERVICE, AND SOCIAL ACTION**

Elsie Cooke-Holmes, International President and Chair, Board of Directors

Kimberly M. Usher, Regional Director

Joy M. Moore, Regional Representative



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