

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: _____	CLUB/ORG: Early Entrance Program Club
OFFICER TITLE: _____	EVENT TITLE: Park Day
ADDRESS: _____	DATE(S) OF EVENT: March 16 SEMESTER: SPRING <input checked="" type="checkbox"/>
CITY: _____ STATE: _____ ZIP: _____	EVENT LOCATION: Granada Park, 2000 W Hellman Ave, Alhambra
PHONE: _____ EMAIL: _____	TOTAL ATTENDANCE: 25
SIGNATURE: _____	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:

The Park Day event allows all students to unwind after midterm season with our variety of games and activities planned, along with delicious food to enjoy. Whether students are into sports, card games, or simply relaxing

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Park Day offers students a break from midterms with games, activities, and food. It's a chance to unwind, connect with peers, and enjoy outdoor relaxation. With options for everyone, from sports to card games, it promotes community and well-being while creating

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Water balloons	\$8.56	Cards Against Humanity	\$29.00
Twister	\$11.98	Pump for balls	\$9.51
12-pack of playing cards	\$11.24	Tablecloths (6)	\$9.98
Frisbees (4)	\$7.69	Water (2 packs of 24)	\$7.18
Two-pack of UNO	\$9.49		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$105.63

TOTAL REQUESTED FROM ASI \$105.63

AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration

Park Day

[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?

Early Entrance Program Club

Event Name

Park Day

Estimated Attendance

Please describe the estimated attendance of participants for this event.

15

About the event

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

An event that highlights teamwork and the importance of physical activity by participating in field day games at the park! Additionally, students will meet new peers and community bond through team games.

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

03/16/2024 - 11:00 AM

End Date/Time

03/16/2024 - 2:00 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?

No

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.

2000 W Hellman Ave, Alhambra, CA 91803, United States

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.

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

Other

Social Media Site

Instagram

Social Media Handle

@eepclub

Marketing Media Upload*

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

[a89beb98-c7a2-4c68-a4fb-25c4d7a400f2.png](#)

What other methods of marketing will your organization use?

Digital/Physical Flyers

Who is invited to this event?

Cal State LA Community

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.

OUTDOOR

RECREATION

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.



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.

Recreational Program

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.

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)

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 "Y. L. S.", followed by a long horizontal line extending to the right.

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](#).

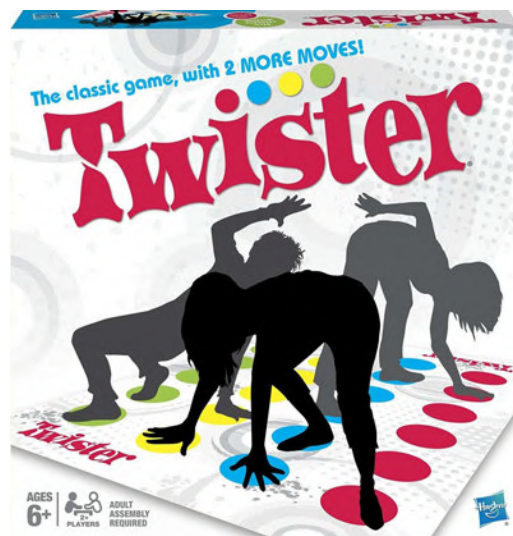
In compliance with [University](#) guidelines, Cal State LA student organization events and meetings **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

Park Day Itemized Budget

1. **Water balloons:** [Amazon.com: Bunch O Balloons Pink \(3 Bunches\) by ZURU, 100+ Rapid-Filling Self-Sealing Pink Colored Instant Water Balloons for Outdoor Family Friends, Children Summer Fun \(3 Bunches, 100 Balloons\)](#) - 300 balloons for **\$8.56**, BUT we'll have to fill them with a hose, meaning we'll have to bring them filled before the event...



2. **Games:**
 - a. **Twister:** [Hasbro Twister Party Classic Board Game for 2 or More Players, Indoor and Outdoor Game for Kids 6 and Up, Packaging May Vary](#) - **\$11.98**



- b. 12 pack of playing cards: [Amazon.com: Maverick Playing Cards, Jumbo Index, Poker Cards, Bulk Playing Cards, 12 Pack, Red & Blue](#) - \$11.24



- c. Frisbees - [Wham-O Classic 90 Gram Frisbee - Assorted Colors](#) - 4 frisbees for \$7.69



- d. UNO: [Amazon.com: Mattel 4347154784 Uno Card Game 2 Pack, Red](#) - two pack for \$9.49



- e. Cards Against Humanity: [Amazon.com: Cards Against Humanity : Toys & Games](#) - \$29.00



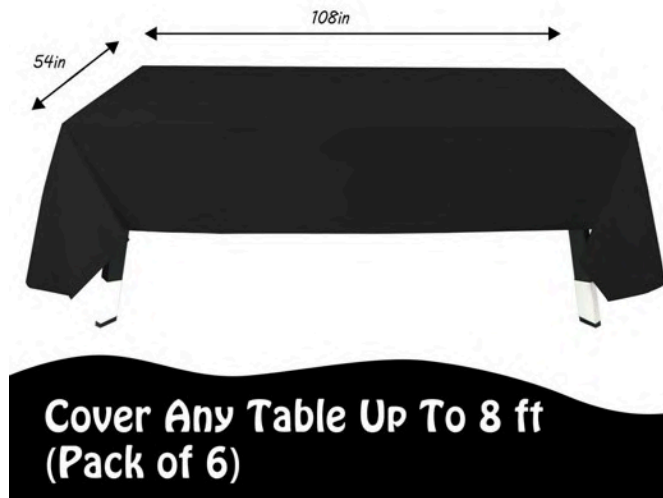
- f. Pump for balls: [Amazon.com : Franklin Sports Ball Pump Kit -7.4" - Perfect for Basketballs, Soccer Balls and More - Complete Hand Pump Kit with Needles, Flexible Hose, Air Pressure Gauge and Carry Bag,Red](https://www.amazon.com/Franklin-Sports-Ball-Pump-Kit-7-4-inch-Perfect-Basketballs-Soccer-Balls-More-Complete-Hand-Pump-Kit-Needles-Flexible-Hose-Air-Pressure-Gauge-Carry-Bag-Red/dp/B000000000) - \$9.51



3. **Food-related items:**

- a. Tablecloths: [Amazon.com: 6 Pack Premium Disposable Plastic Tablecloth 54" x 108" Party Table Cloths Disposable for 6 to 8 Foot Tables Indoor or Outdoor Parties Birthdays Weddings Christmas Anniversary Buffet Table \(Black\)](https://www.amazon.com/6-Pack-Premium-Disposable-Plastic-Tablecloth-54-x-108-Party-Table-Cloths-Disposable-for-6-to-8-Foot-Tables-Indoor-or-Outdoor-Parties-Birthdays-Weddings-Christmas-Anniversary-Buffer-Table-Black/dp/B000000000) - 6 pack for \$9.98

Product Size



- b. Water: [Amazon Brand, Happy Belly Purified Water, Plastic Bottles, 16.91 Fl Oz \(Pack of 24\)](#) - pack of 24 for \$3.59, will buy 2 so **\$7.18**



Total:

1. Water balloons: \$8.56
2. Twister: \$11.98
3. 12 pack of playing cards: \$11.24
4. Frisbees: \$7.69
5. UNO: \$9.49
6. Cards Against Humanity: \$29.00
7. Pump for balls: \$9.51
8. Tablecloths: \$9.98

9. Water: \$7.18 (for 2 packs)

a. $\$8.56 + \$11.98 + \$11.24 + \$7.69 + \$9.49 + \$29.00 + \$9.51 + \$9.98 + \$7.18$

i. **Total = \$105.63**



EEPC PRESENTS...



PARK DAY

TENNIS, FLAG FOOTBALL, AND SOME
MORE GAMES

GRANADA PARK

MARCH 16 | 11AM-2PM

ASU

ASSOCIATED STUDENTS, INC.

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