

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: INDIAN STUDENT ASSOCIATION

EVENT TITLE: Holi 2024

DATE(S) OF EVENT: 03/25/2024 SEMESTER: FALL

EVENT LOCATION: MAIN CAMPUS WALKWAY

TOTAL ATTENDANCE: 45

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 45

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The Holi event, typically held on campus grounds features lively music Participants joyfully throw colored powder at each other, symbolizing the and the arrival of spring.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The Holi event at Cal State LA is a vibrant celebration of the festival of colors The event promotes cultural awareness and inclusivity, bringing together students and faculty to enjoy the festivities and foster a sense of community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Holi organic/eco-friendly Colors	300
	Music System rent out	200
	LIVE DJ	350
	Colorful Paint BackDrop	50

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 900

TOTAL REQUESTED FROM ASI 900

AMOUNT FROM OTHER SOURCES 00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We are collabrating with ASI.

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration

Holi 2024

[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?

Indian Students Association

Event Name

Holi 2024

Estimated Attendance

Please describe the estimated attendance of participants for this event.

80

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.

Holi festival known as Rangwali Holi, is celebrated by people coming together to play with colors. Bright powdered colors, known as gulal, are thrown and smeared on each other, Water guns and water balloons filled with colored water are also used to splash and drench friends and family. So we are also planning to have colors, water balloons and music.

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

03/25/2024 - 10:30 AM

End Date/Time

03/25/2024 - 1:30 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.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By email

On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

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

On-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.

PE Building Main Walkway

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?

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

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.

MUSIC & ENTERTAINMENT

OUTDOOR

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.

Community Service

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)

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

H. S. Thakkar

Scroll up to submit this form.

**Request for Invoice
(RFI)**

Date 3/20/2024

5151 State University Drive, GE 314, Los Angeles, CA 90032

Please Invoice: Name ██████████ ADDRESS/S 5151 State University Drive CITY/STATE Los Angeles, CA 90032 indianstudentsassociationcsula@gmail.com	Vendor Information: Purchase Order No. _____ Event date <u>3/25/2024</u> Contact person <u>Emmanuel Villarruel</u> Email president.goldeneagleradio@gmail.com Source of Pmt. _____
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Date	Qty	Unit Price	Chartfields	Description	Line Total
3/25/2024	2	80.00		Holi 2024	\$160.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				LESS DEPOSIT	
				Total Invoice	\$160.00

Rishabh Shah Name of authorized signer (Type or Print) Emmanuel Villarruel Requested By (Type or Print)	R.S Signatures E.V Signatures	_____ Date
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Final Details for Order #113-5936574-0541048

Print this page for your records.

Order Placed: March 21, 2024

Amazon.com order number: 113-5936574-0541048

Order Total: \$42.99

Shipped on March 21, 2024

Items Ordered

1 of: Colorful Paint Splash Backdrop Abstract Graffiti Style Photography Background Neon Glow Splatter Hip Hop Disco Retro 80's 90's Happy Birthday Glow Par \$38.99

Sold by: Lofaris Welkin (seller profile)

Supplied by: Other

Condition: New

Shipping Address:

[Redacted shipping address]

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

[Redacted payment method]

Billing address

[Redacted billing address]

Credit Card transactions

[Redacted] March 21, 2024: \$42.99

Item(s) Subtotal:	\$38.99
Shipping & Handling:	\$0.00

Total before tax:	\$38.99
Estimated tax to be collected:	\$4.00

Grand Total:	\$42.99

To view the status of your order, return to [Order Summary](#).

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English United States

[Help](#)

DJ BOBBY

818-814-8755

djbobby@post.com

DATE

03/20/2024

DUE DATE

03/25/2024

BALANCE DUE

USD \$0.00

BILL TO

California State University

☎ +1 (323) 616-4355

indianstudentsassociationcsula@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
BOBBY DJ services.	\$350.00	1	\$350.00

TOTAL \$350.00
PAID \$0.00
03/20/24

BALANCE DUE **USD \$350.00**



18601 Pioneer Blvd
Artesia, CA 90701
562-809-0004

*** Duplicate ***

Ticket #101-04-A18359

User:RADH:

Station:101-04

Sales Rep RADH:

3/21/2024 1:07:59 PM

Description

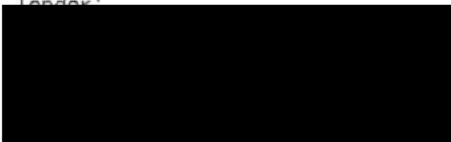
Item	Qty	Sellin Unit	Price	Total

HOLI COLORS[FINAL SALE-NO RETURN/EXCHANGE]				
106171	160	EACH	1.49	238.40

Subtotal				238.40
Bottle Deposits				0.00
Tax				22.65

Total				261.05
=====				

Tender:



261.05

Number of items purchased:160

Thank you for shopping at
Pioneer Cash & Carry
Returns Within 14 Days WITH Receipt
Restrictions May Apply
(No Returns on Frozen, Dairy, Produce)



* 2 0 5 3 8 1 5 4 1 2 9 3 *

Indian Students Association x Associated Students Inc.

CAL STATE LA

Holi

March 25

CELEBRATION

1PM | MAIN WALKWAY (BILLIE JEAN STATUE)

