

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: *Timothy Harris*

CLUB/ORG: CSULA Math Club
 EVENT TITLE: Calstate LA Integration Bee
 DATE(S) OF EVENT: Apr 20, 2024 SEMESTER: FALL
 EVENT LOCATION: SSB L120
 TOTAL ATTENDANCE: 40
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We will host an integration bee, a type of mathematics competition similar to a spelling bee.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This competition will be an opportunity for Cal State LA students from the physical and biological sciences, as well as CS and engineering, to sharpen their math skills in a low-stakes environment, and win prizes!

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Flyer printing/distribution	\$0

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	1st/2nd/3rd place prizes	\$100
	5 raffle prizes	\$100

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$200
 TOTAL REQUESTED FROM ASI \$200
 AMOUNT FROM OTHER SOURCES \$0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

Calstate LA Integration Bee

[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?

Math Club

Event Name

Calstate LA Integration Bee

Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

About the event

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

We will host an integration bee, a type of mathematics competition similar to a spelling bee.

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

04/20/2024 - 12:30 PM

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?

Online

RSVP Link

Requires http:// or https://

https://docs.google.com/forms/d/e/1FAIpQLSf-9hdsiaNgB4Cq8k-eWRm20m_VRUZe_2Y8QY1YUSeBGZWLdDg/viewform?usp=sf_link

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

On-Campus

On Campus Locations

Classroom Space

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.

SSB L120

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?

Other

What other methods of marketing will your organization use?

Combination of email, physically posted flyers, and connections to other institutions of higher education

Who is invited to this event?

General Public

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:

Tags

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

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

FREE FOOD

FREE PRIZES/ GIVEAWAYS

RECREATION

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.



Integration Bee

04/20

April 20, 2024, 1:00-3:00pm
Free Food and Raffle Prizes
Sign up using the QR Code
Room TBD

 mathclubcsula@gmail.com
 [@CalStateLAMathClub](https://www.facebook.com/CalStateLAMathClub)
 [@calstatelamathclub](https://www.instagram.com/calstatelamathclub)
 [@CSULAMathClub](https://twitter.com/CSULAMathClub)



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.

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)

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



Scroll up to submit this form.

Event Guidelines & Resources

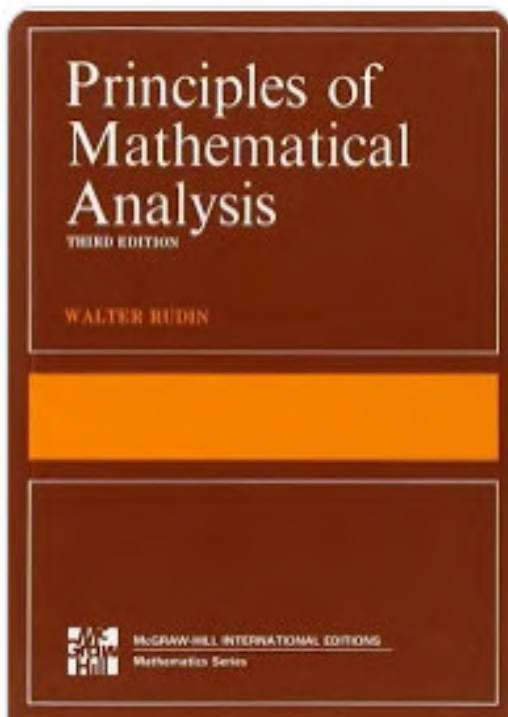
Student Organization Event Guidelines

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
- Community service or philanthropic events



Principles of
Mathematical...

\$57.61

Amazon.com

Paperback · 342
page · ...



Gaussian Integral, Math And Calculus
Basics Throw Pillows

\$12.95

Printerval.com


Special offer



Otamatone
Colors (Blue)...

\$39.99

Hamee US

 Get by 3/29





Integration


Bee


04/20

April 20, 2024, 1:00-3:00pm
Free Food and Raffle Prizes
Sign up using the QR Code
Room TBD

 mathclubcsula@gmail.com

 [@CalStateLAMathClub](https://www.facebook.com/CalStateLAMathClub)

 [@calstatelamathclub](https://www.instagram.com/calstatelamathclub)

 [@CSULAMathClub](https://twitter.com/CSULAMathClub)



ASSOCIATED STUDENTS, INC.

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