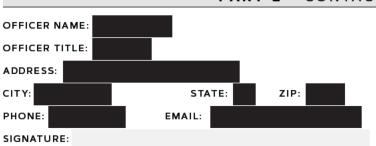
# FUNDING REQUEST FORM

- PART 1 NOTICE & CHECKLIST
- 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

EQUIRED SUPPORTING MATERIAL ASED ON PURCHASES/EVENT

### PART 2 - CONTACT & ORGANIZATION



CLUB/ORG: Muslim Student Association EVENT TITLE: Henna, Bracelet, & Totes DATE(S) OF EVENT: 3/28/2024 SEMESTER: SPRING EVENT LOCATION: University - Student Union Building

TOTAL ATTENDANCE: 15

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

### PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? VES NO BRIEFLY DESCRIBE THE EVENT:

The "Henna, Bracelet, and Tote Bag" event is a cultural gathering centered around artistic expression, creativity, and community

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event, often organized within the context of sisterhood or women's groups, aims to provide a platform for individuals to come together, learn, and celebrate various traditions.

### PART 4 - COST BREAKDOWN

DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
20 Piece Paint Brush Set	\$8.50	A B B B B B B B B B B B B B B B B B B B	
Bracelet Making Kit	\$10		
Henna 6 Pack	\$11.50	/ BIS	
18 Sheet henna Tattoo Stencils	\$9.50		
15 Pack Tote Bags	\$30.50		

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
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### PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$70 TOTAL REQUESTED FROM ASI \$70 AMOUNT FROM OTHER SOURCES WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





**Event Registration** 



Artistry & Sisterhood: Henna, Bracelets, & Totes

### 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?

Muslim Student Association

### **Event Name**

Artistry & Sisterhood: Henna, Bracelets, & Totes

### 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.

The "Henna, Bracelet, and Tote Bag" event is a cultural gathering centered around artistic expression, creativity, and community engagement. This event, often organized within the context of sisterhood or women's groups, aims to provide a platform for individuals to come together, learn, and celebrate various traditions.

### 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

### End Date/Time

03/28/2024 - 1:00 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?

Online

### **RSVP Link**

Requires http:// or https://

https://docs.google.com/forms/d/1SyL0pt1RVtplb1Hgy2tyZcUX5X9NgdZVdh58tRRNn6M/edit

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

On-Campus

### On Campus Locations

University-Student Union Building

### 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. USU

### 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

### Social Media Site

Instagram

### Social Media Handle

calstatelamsa

### Marketing Media Upload\*

If you plan on marketing this event with media, please upload a copy for review. ce3d9756-8f4a-486c-84e6-01ac32236be5.png

### Who is invited to this event?

Student organization members

### Will off-campus media be notified about this event?

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

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**

### 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.

### 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 323-343-4478.

# 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?

### 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 Guidellines

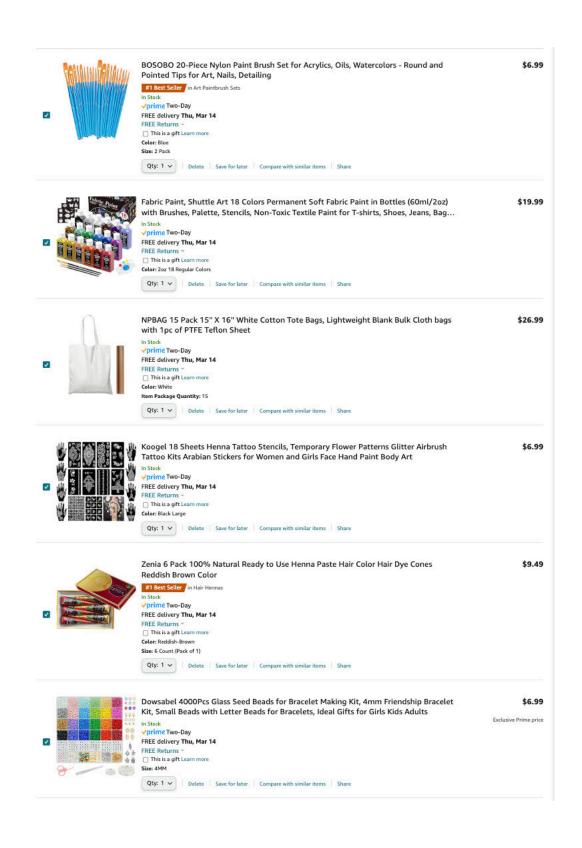
### **Event Registration Procedures**

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 <u>can be held in virtual, in-person, or</u> <u>hybrid modes</u>. 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
- Organization meetings (both officer meetings and general body meetings)
- · Workshops, trainings, and speaker events
- · Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student







# ARTISTRY AND SISTERHOOD HENNA, BRACELETS, & TOTES

MARCH 28, 2024 10:00 AM - 1:00 PM

LOCTATION:

UNIVERSITY STUDENT UNION







