

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: MSW United
OFFICER TITLE:	EVENT TITLE: Destress with Arts and Crafts
ADDRESS:	DATE(S) OF EVENT: 3/30/2024 SEMESTER: SPRING
CITY: STATE: ZIP:	EVENT LOCATION: Outside of Salazar Hall
PHONE: EMAIL:	TOTAL ATTENDANCE: 40
SIGNATURE: <i>Suzie Nguyen</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

MSW United is hosting an arts and crafts event on 3/30/24 at 10am - 11am in quad area between Simpson Tower and Salazar Hall for 3 year MSW students for them to destress

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will building community amongst the 3 year MSW students.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Scratch Off Art Paper	\$9.99
		Acrylic Paint Pens Markers	\$11.69
		Painting Rocks	\$14.99
		Wooden Stylus for Scratch Art	\$7.14
		Stencils	\$11.99

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$72.31	OFFICE USE ONLY	
TOTAL REQUESTED FROM ASI	\$80.00		
AMOUNT FROM OTHER SOURCES		STAFF INITIALS	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		TIME STAMP:	



Event Registration

Destress with Arts and Crafts

[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?
Master of Social Work United (MSW United)

Event Name

Destress with Arts and Crafts

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.

MSW United would like to host an arts and crafts event for 3 year program MSW students on Saturday, March 30th, 2024 between in the quad area between Salazar Hall and Simpson Tower to destress. The arts and crafts event will include scratch art and rock painting/designing.

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

03/30/2024 - 10:00 AM

End Date/Time

03/30/2024 - 11:00 AM

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

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.

Quad area between Salazar Hall and Simpson Tower

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

csula_mswunited

Marketing Media Upload*

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

[9e93895e-82d0-4cb8-90b6-5dfd7bd1077b.jpg](#)

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.

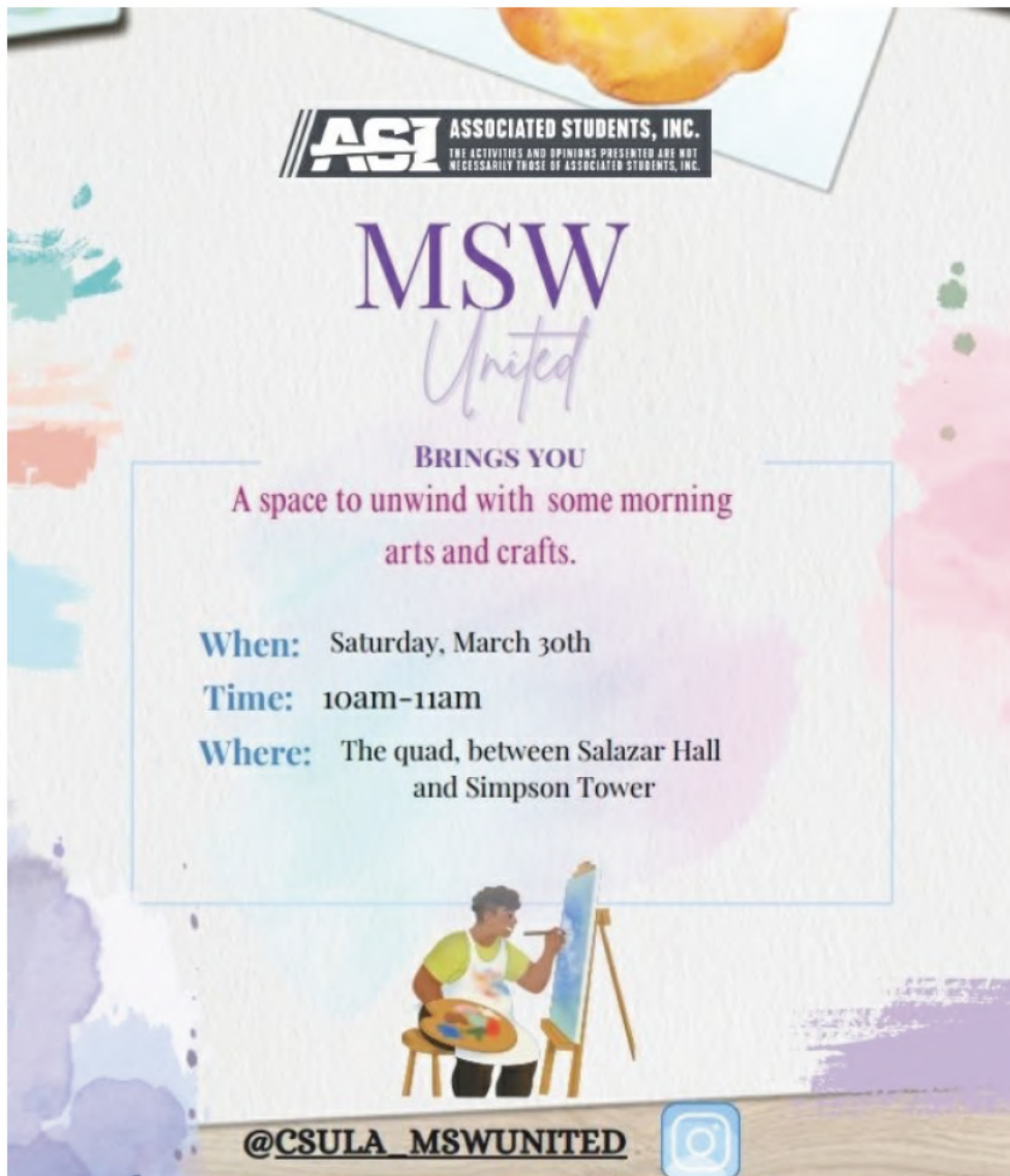
HOLISTIC HEALTH AND WELLNESS

OUTDOOR

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.
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

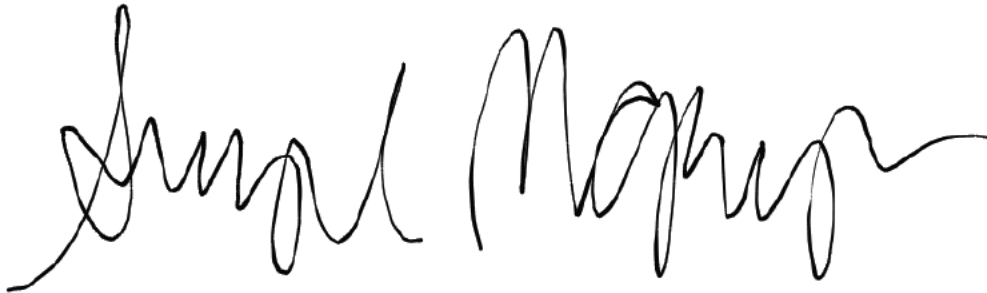
Acknowledgment

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
- 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 organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the

consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook.](#)

Publicity: All publicity material must comply with University Administrative Procedures [AP P003](#) and [AP P007](#). All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU____" stamp must be clearly visible on the face of the posting.

Student Organization Event Resources

Additional Required Forms

The following form may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- [Temporary Food Facility Permit](#)
- [Food Permit Guidelines](#)
- [Request to Serve Alcoholic Beverages Form](#)
- [Event Outline](#)

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the [University-Student Union Operations](#).

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the [Use of Facilities](#) website and [Administrative Procedure 505 Use of Facilities and Equipment](#):

- [External Space Reservation Form](#)
- [Filming Request Application](#)
- [Amplified Sound Form](#)

Notes

Event Notes

Is there any information that you have not shared that we should be made aware of.

Hello, please make sure this goes to MSW United advisor Dr. Nikola Alenkin nalenki@exchange.calstatela.edu for approval and NOT Dr. Tasha Willis twillis@exchange.calstatela.edu. When I submitted this form yesterday it got forwarded to Dr. Tasha Willis and she is not the advisor for MSW United.

Shopping Cart

Deselect all items

Price

Subtotal (6 items): **\$67.49**

This order contains a gift

[Proceed to checkout](#)



Flower Stencils for Painting, 64pcs 3 Inch Stencils for Crafts Rock Painting Stencils Plastic Reusable Stencils for Painting on Wood W...

\$11.99

In Stock
prime & FREE Returns
 This is a gift [Learn more](#)

Style: flower

Qty: 1 | [Delete](#) | [Save for later](#) | [Compare with similar items](#) | [Share](#)

Save 5%
[Clip Coupon](#)

Explore frequently repurchased items



KEFF Canvas Boards for Painting - 24 Pack Art...

★★★★★ 3,967

\$19.80

prime

[See all buying options](#)



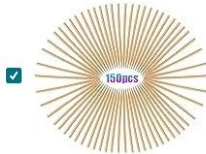
Zenacolor 24 Dual Tip Acrylic Paint Markers...

★★★★☆ 436

\$18.99

prime

[Add to Cart](#)



FARCURN Wooden Stylus for Scratch Art, 150 PCS Wooden Stylus, Scratch Art Sticks, Scratch Art Stylus, Heavy Duty Wood Stylus Tools

\$7.14

In Stock
prime & FREE Returns
 This is a gift [Learn more](#)

Number of Items: 150

Qty: 1 | [Delete](#) | [Save for later](#) | [Share](#)



QXNEW Scratch Paper Gifts Sets: 117PCS Magic Rainbow Scratch Off Art-Crafts Paper Pad Kits for 3 4 5 6 7 8 Year Old Boys Girls Toys S...

\$9.99

In Stock
prime & FREE Returns
 This is a gift [Learn more](#)

Style: Rainbow Gift Sets 117 Pcs

Qty: 1 | [Delete](#) | [Save for later](#) | [Compare with similar items](#) | [Share](#)



Acrylic Paint Pens Markers, 24 Colors Dual Tip Acrylic Paint Pens for Rock Painting, Wood, Canvas, Stone, Glass, Ceramic Surfaces, DIY...

\$11.69

In Stock
prime & FREE Returns
 This is a gift [Learn more](#)

Number of Items: 24

Qty: 2 | [Delete](#) | [Save for later](#) | [Compare with similar items](#) | [Share](#)

Exclusive Prime price

Save \$2.00

[Clip Coupon](#)

[Save more with Subscribe & Save](#)



lifetop 120PCS Painting Rocks, DIY Rocks Flat & Smooth Kindness Rocks for Arts, Crafts, Decoration, Medium/Small/Tiny Rocks for P...

\$14.99

In Stock
prime & FREE Returns
 This is a gift [Learn more](#)



MSW *United*

BRINGS YOU

A space to unwind with some morning
arts and crafts.

When: Saturday, March 30th

Time: 10am-11am

Where: The quad, between Salazar Hall
and Simpson Tower



@CSULA MSWUNITED

