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: ███████████

OFFICER TITLE: ██████████

ADDRESS: ████████████████

CITY: ████████ STATE: ███ ZIP: ████

PHONE: ████████ EMAIL: ████████████

SIGNATURE: ███████

CLUB/ORG: Nigerian Student Association

EVENT TITLE: Nigerian Student Coalition Conference

DATE(S) OF EVENT: 04/19-04/21   SEMESTER: SPRING ▼

EVENT LOCATION: University of California - Riverside

TOTAL ATTENDANCE: 200

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

UC Riverside is hosting a jubilant gathering to celebrate Nigerian culture as we commemorate a decade of NSCC with fun-filled festivities and heartfelt memories.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students will meet other Nigerian/African students and be able to embrace culture, dance, and connect with one another

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
Hotel(Lodging)	$1377

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

TOTAL REQUESTED FROM ASI $1377

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT?

This will be our only resource at the moment.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI

Event Registration

Nigerian Student Coalition Conference

[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?

Nigerian Student Association

Event Name

Nigerian Student Coalition Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event.

14

About the event

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

Join us at UC Riverside for a jubilant gathering as we commemorate a decade of NSCC with fun-filled festivities and heartfelt memories.

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

04/19/2024 - 4:51 PM

End Date/Time

04/21/2024 - 4:52 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 invitation only

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.

UC Riverside

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?

Email

Who is invited to this event?

Student organization members

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: https://calstatela.presence.io/form/u-su-display-case-request

Tags

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

COMMUNITY BUILDING AND CELEBRATION   CONFERENCE

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.

JOIN CAL STATE LA AT THE

NIGERIAN STUDENT COALITION CONFERENCE @ UCR

04/19 - 04/21

JOIN US AT UC RIVERSIDE FOR A JUBILANT GATHERING AS WE COMMEMORATE A DECADE OF NSCC WITH FUN-FILLED FESTIVITIES AND HEARTFELT MEMORIES.

ASI ASSOCIATED STUDENTS, INC.

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

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.

Conference/Convention Hosting

Conference/Convention/Meeting Attendance

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

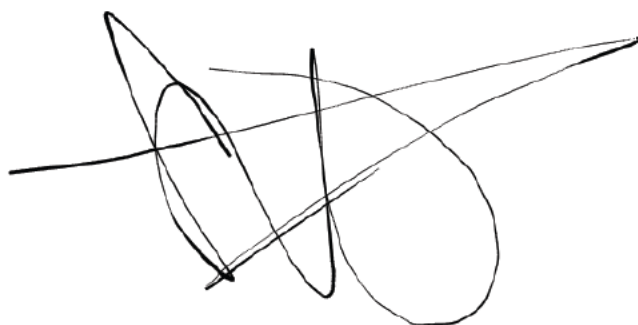## Acknowledgment

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

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 **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

Description: The Nigerian Student Coalition Conference(NSCC) is a 3-day event that happens every year that allows for Nigerian/African students from various universities(primarily in California) to gather together and celebrate Nigerian culture. The event consists of culture shows, fashion shows, food, fashion shows, and connections. This year it will be the 10th celebration and it will be hosted at the University of California, Riverside from April 19th - April 21st, which is the founder campus of NSCC.

Funding Request(Lodging): Hotel(accommodating 15 students for 2 nights) - $1377

7.8 **Good**

Hotels.com 721 guest reviews

Check-in	**Friday, April 19, 2024** (3:00 PM)
Check-out	**Sunday, April 21, 2024** (noon)
	2 nights, 5 rooms

Summary	
Standard Room, 2 Queen Beds, Non Smoking	
Average nightly rate	$121.83
Room 1 👤👤👤	
❯ 2 nights	$243.66
Room 2 👤👤👤	
❯ 2 nights	$243.66
Room 3 👤👤👤	
❯ 2 nights	$243.66
Room 4 👤👤👤	
❯ 2 nights	$243.66
Room 5 👤👤👤	
❯ 2 nights	$243.66
Taxes and fees	$158.40

🛑 **Saving:** You're saving 2%

Total price	**$1,376.70**
Prices are quoted in USD.	

Payment schedule	
Due now	$0.00
Due at property	$1,376.70

⬀ This price may increase if you book later.

Sorry, but you cannot redeem coupons for this booking.

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