

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: Trans Queer Connection
 EVENT TITLE: Drag Queen Bingo
 DATE(S) OF EVENT: 03/25/2024 SEMESTER: SPRING
 EVENT LOCATION: USU Los Angeles Room (A/B)
 TOTAL ATTENDANCE: 75
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 65

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Bingo presented by a local drag queen for the queer community at CSULA, and our lovely allies. Open to all CSULA students, faculty, and staff.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Take the stress away from the midterm season by providing a fun, inclusive environment for students to engage in recreational activities within their community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
		Drag Queen Bingo

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
		Parking
	Prizes	100

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1112
 TOTAL REQUESTED FROM ASI 1112
 AMOUNT FROM OTHER SOURCES -

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



[APPROVED]

Event Registration

Drag Bingo

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?

The Trans Queer Connection

Event Name

Drag Bingo

Estimated Attendance

Please describe the estimated attendance of participants for this event.

38

About the event

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

Drag Bingo is much like the CSI event where we have a drag queen come and perform bingo games, this is more focused for the queer community.

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 - 4:00 PM

End Date/Time

03/25/2024 - 7:00 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?

No

On Campus Locations

University-Student Union Building

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.

Los Angeles Rooms 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.

[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.

COMMUNITY BUILDING AND CELEBRATION

MEETING

SOCIAL IDENTITY EXPLORATION

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.
Meeting (hosting)

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

A handwritten signature in black ink, appearing to be 'Jellin', written in a cursive style.

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](#).



Shop all Target

Bullseye Trio Target GiftCard

★★★★☆ 190 | 20 Questions

\$10.00

When purchased online

Delivery Method **E-MAIL**

E-MAIL TEXT

Value \$10

\$10 \$20 \$25 \$50 \$75 \$100 \$200 \$500 Custom Value

Email delivery
Usually sent within 4 hours, or schedule for later

Qty 10

4:41

ROXXXY

trans queer connection president

Ok perfect we were emailing before.

Yes!!

My show consists of 10 games of bingo, lasting about 80 minutes. I'll provide the bingo cards, daubers/markers and game examples. You'll just need a prize for each game (10). I've done a bunch of schools and usually charge \$1000. Does that all work?

we'd LOVE to have this event but as of now we need to secure the funds provided by our school can we keep this as a tentative event for now??

Of course, just let me know what works 🤔

Mon, Mar 4 at 4:50 PM

Text Message

GUEST DAILY PERMIT RATES;

Pay Stations

Length of Time/Rate

1 hour (Lot 4A, Golden Eagle Lot, and Student Union Lot only) - \$3

4 hours - \$5

All Day - \$10

2-Wheel - \$4

The Trans Queer Connection
Presents



DRAG



MONDAY | MARCH 25, 2024

Set your schedule and join us for Drag Bingo with Roxy Wood! Prepare for your luck and have fun with your friends while playing bingo and winning prizes!

LOCATION: U-SU SAN GABRIEL ROOM

TIME: 4:30PM

@foxyroxywood



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