

# 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: [REDACTED]	CLUB/ORG: Charging Eagles
OFFICER TITLE: [REDACTED]	EVENT TITLE: Resume & Cover Letter Workshop
ADDRESS: [REDACTED]	DATE(S) OF EVENT: Oct 21, 2024     SEMESTER: FALL
CITY: [REDACTED]     STATE: [REDACTED]     ZIP: [REDACTED]	EVENT LOCATION: ECST B-13 (garage)
PHONE: [REDACTED]     EMAIL: [REDACTED]	TOTAL ATTENDANCE: 60
SIGNATURE: [REDACTED]	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

One-hour session designed to help participants improve their resume and cover letter writing skills.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

During the workshop, experienced professionals or career advisors provide guidance on how to craft compelling resumes and cover letters that effectively highlight a candidate's strengths and align with job requirements.

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Domino's Pizza (5 large 14 inches)	\$114.95		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
T-shirt (60 counts)	\$624		

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$738.95

TOTAL REQUESTED FROM ASI: \$738.95

AMOUNT FROM OTHER SOURCES: [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

IRA, BattChallenge sponsors, MESA funding

### OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP: [REDACTED]



Event Update

## Resume & Cover Letter Workshop

**[APPROVED]**

### Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

### Event Information

**Please select the type of organization who will be hosting this event.**

Student Organization

#### Host Organization Name

What Organization/Department is hosting the event?

Charging Eagles

#### Event Name

Resume & Cover Letter Workshop

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

60

### Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling\* or selling of merchandise (\*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If the event involves an off-campus, high profile guest and/or speaker

## About the event

What is this event about and what activities can you expect to experience there?

One-hour session designed to help participants improve their resume and cover letter writing skills. During the workshop, experienced professionals or career advisors provide guidance on how to craft compelling resumes and cover letters that effectively highlight a candidate's strengths and align with job requirements. The session typically includes tips on formatting, tailoring documents for specific roles, avoiding common mistakes, and presenting experiences in a way that captures an employer's attention. Attendees may also receive personalized feedback and have the opportunity to ask questions.

## 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

10/21/2024 - 5:00 PM

### End Date/Time

10/21/2024 - 6:00 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

Other (please describe exact location in the next question)

## 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.

ECST B-13 (Garage)

## 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]

## Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

## Are you collaborating with either an on-campus or off-campus organization?

No

## 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

<https://www.instagram.com/battchallengecsula?igsh=NzBmMjdhZWRIYQ==>

### Marketing Media Upload\*

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

[3c4678ea-62f3-4f8f-bb0b-feedcb26e415.png](#)

### Who is invited to this event?

Cal State LA Community

### 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

CAREER/PROFESSIONAL DEVELOPMENT



## 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.

# CHARGING EAGLES



**JOIN US FOR A RESUME & COVER LETTER WORKSHOP!**  
**ARE YOU READY TO TAKE YOUR JOB APPLICATIONS TO THE NEXT LEVEL?**

**MAKE A STRONG FIRST IMPRESSION!**



**DATE: OCTOBER 21, 2024**

**TIME: 5PM**

**LOCATION: ECST B-13 (GARAGE)**



## 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.

Educational Workshop/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

## Funding

### What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email [asivpf@calstatela.edu](mailto:asivpf@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?**

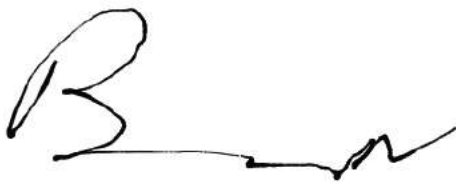
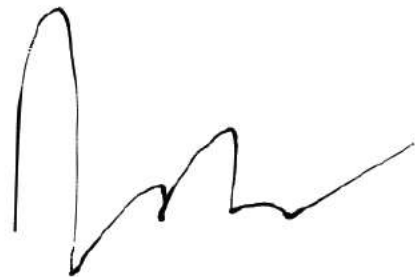
No

## 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 a stylized 'B' followed by a series of connected loops and a horizontal line.A handwritten signature in black ink, consisting of a tall, narrow vertical stroke followed by several smaller, connected loops and a horizontal line.

**Scroll up to submit this form.**

## Event Guidelines & Resources

[Student Organization Event Guidelines](#)

[Event Registration Procedures](#)





# CART

## FOOD & DRINK DETAILS

Review and modify your items here.

[ADD MORE ITEMS](#)

STEP 1: CONFIRM YOUR SELECTIONS		QUANTITY	PRICE
	<b>Large (14") Hand Tossed Ultimate Pepperoni</b> ▶ Show toppings: 360 Calories / 1 slice (1/8 of pizza)	5 <a href="#">remove</a> <a href="#">edit</a>	\$114.95



# CHARGING EAGLES

Battery Workforce Challenge  
Cal State LA | Cerritos College

## BATTERY WORKFORCE CHALLENGE



STELLANTIS



Argonne  
NATIONAL LABORATORY



## Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

**Note:** This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

**Event Information:**

Name of Student Organization: Charging Eagles

Event Name/Title: REsume and Cover Letter Workshop

Event Location: ECST B-13 (Garage)

Event Start Date: 10/21/2024 Event End Date: 10/21/2024 Hours of Operation: 5pm - 6pmish

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

**Food Handler(s) Information:**

 **Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

**Note:** At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

**Food Type/Source Information:**  Snack Sale  Food Sale  Catering  Other: \_\_\_\_\_

List exact food/beverage(s) that will be sold/served, including ingredients: \_\_\_\_\_  
Pizza

Will alcohol be served/sold?  Yes  No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? Will be fresh, in containers

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).  
Pizza will be served from Domino's Pizza

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*For more locations, add them on a page as and attach it.*





### Catering/Vendor Information:


If you intend to use a licensed vendor to provide food at this event, please attach the following documents:


- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u>Barnabas Novak</u>	09/23/2024
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Sep 25, 2024 13:57 PDT)</small>	09/25/2024
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
danielkeenán	<u>danielkeenán</u> <small>danielkeenán (Sep 25, 2024 14:07 PDT)</small>	09/25/2024
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Sep 25, 2024 16:25 PDT)</small>	09/25/2024
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

 Certificate of Completion

**This is to certify that**




**has completed the course**

**Food Safety and HandlingFood Safety and Handling**


**ehs\_hsf\_d79\_sh\_enus**

**on**

**Sep 22, 2024**

 Certificate of Completion



 Certificate of Completion

**This is to certify that**




**has completed the course**

**Food Safety and HandlingFood Safety and Handling**

**ehs\_hsf\_d79\_sh\_enus**

**on**

**Sep 21, 2024**

 Certificate of Completion

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