

# 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: Ruth Mancilla  
Ruth Mancilla (Sep 20, 2024 USUS PDI)

CLUB/ORG: Rehabilitation Counseling Association  
 EVENT TITLE: Fall Mixer 2024  
 DATE(S) OF EVENT: October 18, 2024 SEMESTER: FALL  
 EVENT LOCATION: U-SU Los Angeles room A &B  
 TOTAL ATTENDANCE: 50  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 Meet and greet students  
 Network with supervisors for employment and internship opportunities

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 Students must complete intershps for certain majors this event gives them networking for future internship and employment opportunities.

## PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		10 Chipotle Alfredo w/Chkn salad br	300				
		20 Beef Lasagna- salad and garlic bread	360				
		10 Veg. Lasagna- salad, garlic bread	180				
		Balloon Arch (1)	8.99				
		Table linens (10 at \$10/ea)	100				
MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 948.99  
 TOTAL REQUESTED FROM ASI 948.99  
 AMOUNT FROM OTHER SOURCES  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 None

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



Event Registration  
Fall Mixer 2024

[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?  
Rehabilitation Counseling Association

#### Event Name

Fall Mixer 2024

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.  
50

### 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?

Meet and greet with students.

Networking with supervisors for employment and internship opportunities.

Meet and greet with faculty.

light refreshments.

### 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

10/18/2024 3:00 PM

#### End Date/Time

10/18/2024 - 5:00 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://nam10.safelinks.protection.outlook.com/?](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2Fxc33xvvr9x&data=05%7C02%7Crmancil7%40calstatela.edu%7Ccf097175fae54a3bb52608dcd602d771%7C0e8a2002448f45882b1d86f73e3afdd%7C0%7C6386205)

[url=https%3A%2F%2Fforms.office.com%2Fr%2Fxc33xvvr9x&data=05%7C02%7Crmancil7%40calstatela.edu%7Ccf097175fae54a3bb52608dcd602d771%7C0e8a2002448f45882b1d86f73e3afdd%7C0%7C6386205](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2Fxc33xvvr9x&data=05%7C02%7Crmancil7%40calstatela.edu%7Ccf097175fae54a3bb52608dcd602d771%7C0e8a2002448f45882b1d86f73e3afdd%7C0%7C6386205)

### 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.

In-Person

## 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

@RCACSULA

## Marketing Media Upload\*

If you plan on marketing this event with media, please upload a copy for review.  
[bf45a3a0-99d3-4bca-9983-e5363578b67f.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.



MIX AND MINGLE

SOCIALIZE WITH YOUR FELLOW SCHOLARS  
GET TO KNOW YOUR PROFESSORS  
CONNECT WITH INTERNSHIP SUPERVISORS  
VOLUNTEER COMMUNITY OPPORTUNITIES  
SCHOOL UPDATES & QUESTIONS

FALL

MIXER

FRIDAY

OCT  
18

3 PM - 5 PM

SCAN ME



5151 STATE UNIVERSITY DRIVE, LOS ANGELES CA 90032  
USU-LOSANGELES ROOM

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.  
Yes

**Who will be providing the food?**

University/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

**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: <http://asicalstatela.org/service/club-and-organization-funding>. For any other question contact the Vice President for Finance via email at [lvcf@calstatela.edu](mailto:lvcf@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



Golden  
Eagle  
Hospitality

for: Event # E42208  
on: Friday, October 18, 2024

Client/Organization Rehabilitation Counseling Association	Event Date 10/18/2024 (Fri)	Booking Contact [REDACTED]	Event # E42208
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel Guests 50 (Act)
Party Name RCA Evenrt	Sales Rep Amanda Tapia	Theme	Category

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:15 pm	3:30 pm	Food Court	Pick-up - Disposa

### Food & Beverage

Food/Service Items	Unit	Price	Total
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Pick-up in Food Court - to the right of Carl's Jr. at 3:30 PM

(50) Disposables	Each	0.75	37.50
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**\*\*Individually Packed Meals\*\***

(20) Pesto Cream Penne Pasta w/ Chicken	Each	15.00	300.00
(20) Beef Lasagna	Each	18.00	360.00
(10) Vegetable Lasagna	Each	15.00	150.00

**\*\*IN DISPOSABLES\*\***

(50) Chef's Choice Salad w/ dressing	Guest(s)
(50) Bread and Butter	Guest(s)

\*No beverages

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	847.50	0.00	0.00	0.00	0.00	0.00	0.00	847.50
Taxes	80.51	0.00	0.00	0.00	0.00	0.00	0.00	80.51
Total	928.01	0.00	0.00	0.00	0.00	0.00	0.00	928.01

Subtotal	847.50	Paid	0.00
Tax	80.51	Balance	928.01
Service Charge	0.00		
Total Value	928.01		

9/20/2024 - 10:14:01 AM

Client Signature: \_\_\_\_\_

Page 1 of 2

UAS Staff  
Signature: \_\_\_\_\_

Delivering to Azusa 91702  
[Update location](#)

All

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1

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**Black and Gold Balloon Arch Kit, ADOINBY 140Pcs Black White**

Price  
**\$8.99**

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In Stock  
FREE delivery **Tue, Sep 24** on \$35 of items shipped by Amazon  
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Qty: 1 [Delete](#) [Save for later](#)  
[Compare with similar items](#) [Share](#)

**Subtotal (1 item): \$8.99**

This order contains a gift

[Proceed to checkout](#)

**Subtotal (1 item): \$8.99**

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**EMART Backdrop Stand 10x7ft(WxH) Photo...**  
38,322

**\$38.98**

[See all buying options](#)



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5,764

**\$5.99**

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**Voircoloria Balloon Pump Electric, Portab...**  
1,071

**\$14.99**

[Add to cart](#)



**RUBFAC Balloon Arch Kit and Balloon Pump...**  
189

**\$27.99**

[Add to cart](#)



**Mljsh Graduation Decorations Class of...**  
85

**\$8.99**

[Add to cart](#)

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SOCIALIZE WITH YOUR FELLOW SCHOLARS  
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FALL

— MIXER —

FRIDAY

OCT  
18

3 PM - 5 PM



5151 STATE UNIVERSITY DRIVE, LOS ANGELES CA 90032  
USU-LOSANGELES ROOM



**ASSOCIATED STUDENTS, INC.**

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