

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, 2021 09:05 PDT)

CLUB/ORG: Rehabilitation Counseling Association
 EVENT TITLE: 6th Annual Disability Fall Festival
 DATE(S) OF EVENT: 10/27/24 SEMESTER: FALL
 EVENT LOCATION: East LA Civic Center 4801 E. 3rd St, LA
 TOTAL ATTENDANCE: 5
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 5

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 We are tabling at a community event. This is a local disability pride parade and fall festival which is open to the public.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 We will be able to recruit new students and provide current students with an opportunity to volunteer and network with agencies in their respective fields.

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		disability pride stickers (3x4.99 each)	24.95				
		custom pens	67.80				
		personalized tablecloth	59.99				
		RCA stickers (150 ct)	3.99				
MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 156.73
 TOTAL REQUESTED FROM ASI 156.73
 AMOUNT FROM OTHER SOURCES 0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 We have some materials, such as bookmarks and flyers, which are leftover from previous events.

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



Event Registration

6th annual disability Fall Festival

[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

6th annual disability Fall Festival

Estimated Attendance

Please describe the estimated attendance of participants for this event.
20

About the event

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

East Los Angeles Disability Pride Parade and Festival. We will be tabling as a vendor. This event is hosted by a community non-profit organization named Southern California Resource Services for Independent Living.

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

10/27/2024 - 5:00 PM

End Date/Time

10/27/2024 - 8:00 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://>

<http://nam10.afelink.protection.outlook.com?url=http%3A%2F%2Fdoc.google.com%2Fform%2Fd%2Fe%2F1FAIpQLSfg2tGChJeutYJpEGNNTeTfREQGA3iD2CniCKDMryWQ4w%2Fviewform&data=05%7C02%7Crmancil7%40cal.tatela.edu%7C1746ad9c4664429e7bfa08dcd795a7f5%7C0e8a2002448f4f5882b1d86f73e3afdd%7C0%7C0%7C638622284966971294%7CUnknown>

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.

East Los Angeles Civic Center 4901 East 3rd Street Los Angeles, 90022

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?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

We will be tabling as a vendor. This event is hosted by a community non-profit organization named Southern California Resource Services for Independent Living.

Who initiated the conversation on collaborating on the event?

Southern California Resource Services for Independent Living.

How will your club be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

We will be tabling as a vendor

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?

General Public

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.

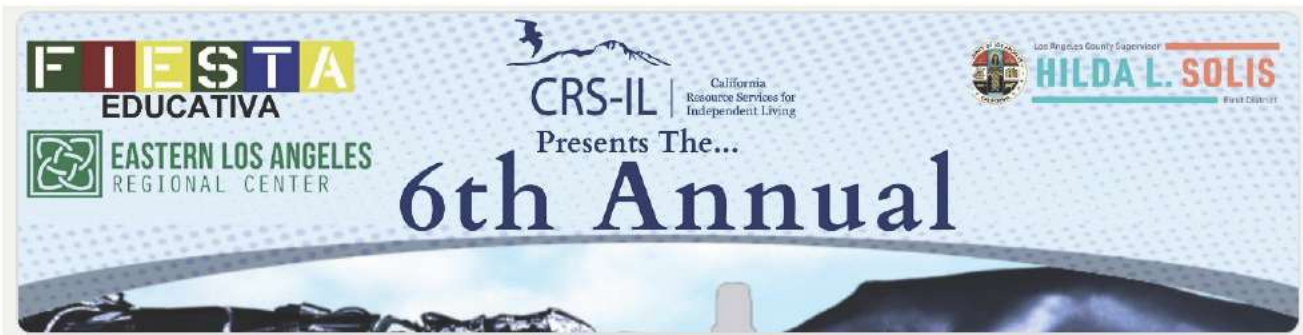
Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here: <https://calstatela.presence.io/form/u-su-display-case-request>

Tags

SERVICE

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.
Community Service

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?

Yes

Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held.
Not sure

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://asicatstatela.org/services/clubs-and-organizations-funding>
Yes

For more information on Club and Organization Funding please visit: <https://asicatstatela.org/services/clubs-and-organizations-funding>. For any other questions contact the Vice President for Finance via email asivct@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.



Rehabilitation Counseling Association

Get \$10 off instantly upon approval for the Amazon Store Card

Current subtotal: \$156.73
Gift Card savings: - \$10.00
Cost after savings: \$146.73

Learn more

\$10 instant gift card

Shopping Cart

Add \$10.05 of eligible items to your order to qualify for FREE Shipping. See details



Inshoney Custom Clear Stickers Personalized Logo Labels

\$3.99

S Best price

100+ bought in past month

In Stock

Shipped from: Forcharm

\$3.49 delivery Oct 2 - 3

Customizations:

Upload you image/logo/photo : RCA logo.jpeg and 2 more

Gift options not available. Learn more

Qty: 1 Delete Save for later

Compare with similar items Share

Subtotal (11 items): \$156.73

This order contains a gift

Proceed to checkout



54X96"

Personalized Tablecloth for Events - Ships Next Day, Made in USA -

\$59.99

S Best price

100+ bought in past month

In Stock

Shipped from: Personalized_Living

\$6.99 delivery Mon, Sep 30

Customizations:

Color : Black

Front : RCA logo.jpeg

Gift options not available. Learn more

Qty: 1 Delete Save for later

Compare with similar items Share

Customers Who Bought Items in Your Recent History Also Bought



Sunshine Stickers Custom Waterproof... 1,312

\$8.99

See all buying options



Champion Sports Collapsible Water Bot... 1,011

\$22.40

Add to cart



Customize Your own Stickers/Labels with... 383

\$17.99

See all buying options



Igloo 5 Gallon Portable Sports Cooler Water... 1,849

\$39.99

Add to cart

Rehabilitation Counseling Association

ExpressPen™ - Personalized Pens with Stylus - The Legacy - Custom **\$16.95**
S Best price

300+ bought in past month

In Stock

Shipped from: EXPRESS PENCILS

FREE delivery Sep 27 - 30

Customizations:

Font Name : Arial

and 3 more

Gift options not available. Learn more

Qty: 4 Delete Save for later

Compare with similar items Share



50PCS Disability Pride Sticker Awareness Human Rights Disabled **\$4.99**
S Best price

50+ bought in past month

In Stock

FREE delivery Tue, Sep 24 on \$35 of items

shipped by Amazon

FREE Returns

This is a gift Learn more

Qty: 5 Delete Save for later

Compare with similar items Share



100PCS Soccer Stickers for Scrapbooking...
767

\$6.99

Add to cart



Personalized Custom Vinyl Banner Printing...
303

\$9.89

See all buying options



50pcs Disability Pride Stickers for Teens...
7

\$4.99

Add to cart



(10pcs) Disability Stickers Disability...
10

\$6.99

Add to cart

Subtotal (11 items): **\$156.73**

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Customers Who Bought Inshoney Custom Clear Stickers Personalized Logo L... Also Bought



100-500 Pack Custom...
1,049

\$9.89 (\$0.05/Count)

Get it Oct 1 - 8

FREE Shipping

See all buying options



Custom Stickers for...
2,135

\$4.99 (\$0.05/Count)

Get it Sep 30 - Oct 1

\$3.49 shipping

See all buying options



YINCHA Custom Your...
8

\$7.99 (\$0.13/Count)

Get it Sep 27 - Oct 7

FREE Shipping

See all buying options



JEOHLORY Customizab...
9

\$126.99_ \$158.00

See all buying options



Yngel 100 Or 200 I
688

Amazon's Choice

Purpose Labels

\$7.99 (\$0.08/Count)

Get it Sep 27 - Oct 7

FREE Shipping

See all buying options

Presents The...
6th Annual



Disability Fall Festival

Sunday, October 27th, 2024 at the East Los Angeles Civic Center

Address: 4801 E. 3rd Street, Los Angeles, CA 90022

5:00 pm to 8:00 pm

Join us on Sunday, October 27, 2024, to celebrate inclusion at the East Los Angeles Civic Center. The East Los Angeles Civic Center will come alive with people with disabilities and their allies, re-energized and proud, celebrating inclusivity and solidarity! Everyone with disabilities and their allies who are dedicated to creating an inclusive community that values the dignity, humanity, and worth of all individuals is welcome

**Disability & Aging Resources, Games, Prizes, Music, Face Painting,
Petting Zoo & Food**

Wear your Halloween Costumes, Completely FREE!

Vendor Registration Link



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

Click the link to learn more

WWW.DISABILITYPRIDELA.COM