

# 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: American Indian & Indigenous Student Alliance
OFFICER TITLE: [REDACTED]	EVENT TITLE: Indigenous People's Day
ADDRESS: [REDACTED]	DATE(S) OF EVENT: October 14th, 2024 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: King Hall Courtyard
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: Estimated 100 Students
SIGNATURE: [REDACTED]	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Indigenous People's Day is a federally recognized holiday that replaces the previously known "Columbus Day"; honoring Indigenous people's resilience.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This experience is designed to inspire, educate, and unite our Cal State LA campus community by igniting meaningful conversations around their pivotal roles in shaping our world.

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
UAS Catering, Lunch (x 50)	\$1000	Opening Blessing by Dennis	\$150
		Mexica Dancers	\$750
		PowWowDancers	\$750
		Keynote by Shannon Rivers	\$200
		Trad. Singers, Chumash Sisters	\$300
MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Flyers (x 50)	\$37.50	Parking Permits (x 10)	\$100

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3,287.50

TOTAL REQUESTED FROM ASI \$3,287.50

AMOUNT FROM OTHER SOURCES [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Personal funding.

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



Event Update

Indigenous People's Day

[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?

American Indian & Indigenous Student Alliance

Event Name

Indigenous People's Day

Estimated Attendance

Please describe the estimated attendance of participants for this event.

100

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

## Event Description

**Event description - Note that the information typed in the "about the event" field will be visible on Presence to all students.**

### About the event

Indigenous People's Day is a federally recognized holiday that replaces the previously known "Columbus Day". Our event will showcase the beautiful heritage of Native peoples through Keynote speakers, live performances, and guided discussions. This experience is designed to inspire, educate, and unite our Cal State LA campus community by igniting meaningful conversations around their pivotal roles in shaping our world.

## 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

10/14/2024 - 11:00 AM

### End Date/Time

10/14/2024 - 3:00 PM

## Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

10:00 AM - 4: 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

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

## 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.

In-Person, King Hall Courtyard

## 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.

██████████

## 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

Facebook

Instagram

### Social Media Handle

aiisa.csula, American Indian & Indigenous Student Alliance at CSULA

### Marketing Media Upload\*

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

[55a35f29-de87-4fc3-875d-cac72be9658f.jpg](#)

## Who is invited to this event?

Student organization members

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

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

## 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.



American Indian & Indigenous Student Alliance Presents

FALL 2024  
**INDIGENOUS PEOPLE'S DAY**



Monday  
October 14th, 2024  
11 AM - 3 PM  
King Hall Courtyard

Indigenous communities have existed since time immemorial. Despite centuries of historical colonialism—we continue to survive, preserve, and protect our cultural heritage.

We welcome our campus community to celebrate Indigenous resilience. We will be hosting live performances, Keynote speakers, & more!



**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.

## 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.

## 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.

ASI funding (new request for funds)

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 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. <https://www.calstatela.edu/student-services/special-events-and-risk-assessment-planning-and-support>  
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 read "Jen", followed by a large, stylized flourish or scribble.

**Scroll up to submit this form.**

Event Guidelines & Resources

AIISA Proposal: Finance Committee Meeting October 10th, 2024

- Item 1: UAS Catering \$685
- 50 Box Lunches for Students
  - Invoice: [BEO 42272 for event on 10.14.2024.pdf](#)
- Item 2: Opening Blessing, Dennis Garcia \$150
- An opening blessing is a sacred gift Mr. Garcia will be bestowing upon Cal State LA Students, staff, and faculty. Without it, we would not be having the event 'in a good way'.
- Item 3: Keynote Speaker, Shannon Rivers \$200
- Mr. Rivers will be discussing the historical implications of Indigenous People's Day and efforts of our ancestors.
- Item 4: Pow Wow Dancers \$750
- Dancers will help foster campus community engagement through traditional medicine.
- Item 5: Mexica Dancers \$750
- Dancers will help foster campus community engagement through traditional medicine.
- Item 6: Parking Permits \$200
- Daily parking permit is \$10 per day.
  - 20 permits for performers and speakers.
- Item 7: Flyers \$38
- .75 per color sheet
  - 50 Flyers
- Item 8: Decorations \$300
- Culturally appropriate decorations.

TOTAL Amount Requested: \$3,073

American Indian & Indigenous Student Alliance Presents



FALL 2024  
**INDIGENOUS  
PEOPLE'S DAY**



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