

# 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    
  REQUIRE RED 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: Black Student Union  
 EVENT TITLE: BSU's Knotts Scary Farm  
 DATE(S) OF EVENT: 10/31/22024 SEMESTER: FALL  
 EVENT LOCATION: Knotts Berry Farm Anaheim, CA  
 TOTAL ATTENDANCE: 20  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event will be held at Knott's Berry Farm on Halloween. It's an amusement park where students get to have fun on Halloween.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program/event will encourage more students to get involved into organizations at school. Also, we took a poll at our general meeting and some students didn't have anything to do on Halloween

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	CONTRACTS	DESCRIPTION:	AMOUNT:
	Knott's Scary Farm tickets (20)	\$1,100			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,100  
 TOTAL REQUESTED FROM ASI \$1,100  
 AMOUNT FROM OTHER SOURCES \_\_\_\_\_

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 \_\_\_\_\_

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_

TIME STAMP: \_\_\_\_\_



Event Update

**BSU Knott's Scary Farm**

**[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?

Black Student Union

### Event Name

BSU Knott's Scary Farm

### 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?

Morale boosting event for holidays for black students on campus. Mid-term completion event.

## 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

10/31/2024 - 5:30 PM

### End Date/Time

11/01/2024 - 3:00 AM

## 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://forms.gle/qntUBZTRFbBKizot5>

## 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.

### 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.**

ASI, Funding

**Who initiated the conversation on collaborating on the event?**

BSU

**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.**

## 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

@calstatelabsu

### Marketing Media Upload\*

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

[564fb5b8-c013-4ed6-a822-edccd571c2fa.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

OUTDOOR

RECREATION

SOCIAL

### 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.  
Recreational 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?

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.

Knott's Berry Farm Security

## 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.

Off Campus Event

## 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](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

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, consisting of a large, stylized initial 'A' followed by a smaller, more complex signature.

**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



## Shopping Cart (20 Items)

### 2024 KNOTT'S SCARY FARM GROUP TICKETS

~~\$109.99~~

General

**\$54.99**

Date: 10/31/2024

each

Name: Taniah Johnson

[Remove](#) Qty 20

### Order Summary

Subtotal \$1,099.80

Tax \$0.00

**Total \$1,099.80**

**Total Savings \$1,100.00**

#### Terms and Conditions

Knott's Berry Farm wave pools and other dynamic attractions contain inherent risks for participants. Guests who choose to participate accept those risks. By clicking checkout, I agree that all ticket sales are final. There are no refunds or exchanges. I have read and understand the [Terms & Conditions](https://www.knotts.com/legal/terms-and-conditions-selection) (<https://www.knotts.com/legal/terms-and-conditions-selection>) and [Privacy Policy](https://www.knotts.com/legal/privacy-policy) (<https://www.knotts.com/legal/privacy-policy>).

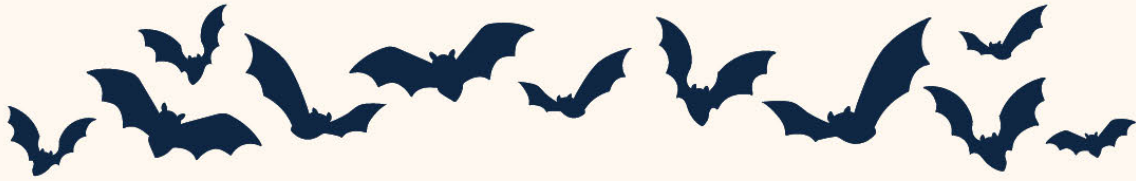
#### Communication Preferences

Sign me up to receive the newsletter and information about exciting offers, promotions, special events and what's happening at the park. You can unsubscribe at any time!

### Checkout

### You might also consider





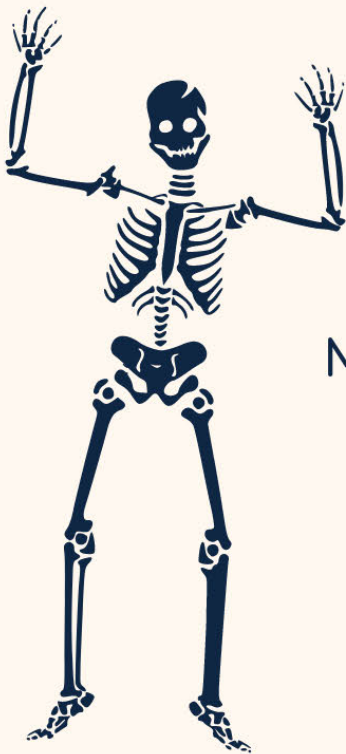
Join  
Black Student Union  
At



# KNOTT'S SCARY FARM



OCT 31, 5:30 PM -  
NOV 1, 3:00 AM



MUST RSVP TO RESERVE  
SPACE!

