

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: _____

CLUB/ORG: Black Student Union

EVENT TITLE: Friendsgiving

DATE(S) OF EVENT: 11-21-2024 SEMESTER: FALL

EVENT LOCATION: Housing MPR

TOTAL ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event is to celebrate Thanksgiving for Black Students on-campus.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program is to increase mental health of Black students at the beginning of the Holiday season.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:
	CSULA Nike Sweater \$85 x 10	850.00

OTHER	DESCRIPTION:	AMOUNT:
	Decorations	146.01
	Vission Board Supplies	48.00
	Magazines	105.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1149.01

TOTAL REQUESTED FROM ASI 1149.01

AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



[APPROVED]

Event Update

BSU Friendsgiving

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 Friendsgiving

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

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

Thanksgiving 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

11/21/2024 - 5:00 PM

End Date/Time

11/21/2024 - 8:00 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.

3pm - 830pm

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?

By invitation only

On Campus Locations

Housing

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.

MPR

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

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

Cover Image

CAL STATE LA BLACK STUDENT UNION

IT'S TIME TO GET INVOLVED WITH
YOUR COMMUNITY!

JOIN US!

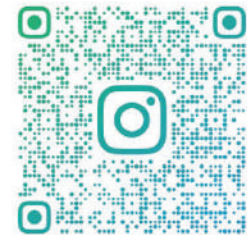


CSULABSU Members



Scan the QR code to join the group

**ADD YOUR SEAT TO THE
TABLE!**



@CSULABSU

Event Details

Event Category

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.
Social 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.

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

External Private Fundraising
External Private Fundraising

Movie/Show Screening

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 "TSJoh", written on a signature pad field.

Scroll up to submit this form.

Free Shipping & Same-Day Delivery on \$59+
Details



Search

Pickup at [Fremont Plaza](#)


[Find a Store](#) [Track Order/Help](#)

[Continue Shopping](#)

Cart (18 items)

Fremont Plaza (18)

Store Pickup - 18 items
Fremont Plaza



Thanksgiving Illustrations Plastic Table Cover, 54in x 102in
\$10.50


[Remove](#)

In-Store or Curbside Pickup
Get it in 2 hours
Fremont Plaza, Alhambra, CA
[Change Store](#)

Same Day or Scheduled Delivery
In stock for delivery in select regions
[Add Zip](#)

Shipping
Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping 90715

PartyCity



Glitter Thanksgiving Headband
\$10.00

[Remove](#)

In-Store or Curbside Pickup
Get it in 2 hours
Fremont Plaza, Alhambra, CA
[Change Store](#)

Same Day or Scheduled Delivery
In stock for delivery in select regions
[Add Zip](#)

Shipping
Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping 90715

PartyCity

Order Summary

Subtotal (18 Items)	\$132.39
Estimated Tax Tax for 91803	\$13.62

Total **\$146.01**

Donate to The Birthday Party Project

Bring joy to children experiencing homelessness through the magic of a birthday celebration by making a donation today.

<input type="button" value="\$2"/>	<input type="button" value="\$5"/>	<input type="button" value="\$10"/>
------------------------------------	------------------------------------	-------------------------------------

All donations are non-refundable. 100% of your donation goes to The Birthday Party Project.

To use Express Payment for this basket, you will be prompted to provide scheduling information before continuing to PayPal, ApplePay, or Paze.

Pay in 4 interest-free payments of \$36.51. [Learn more](#)

Schedule Pickup with PayPal

Schedule Pickup with

[Continue to Checkout](#)





Turkey Leg Head Bopper

\$6.00

- 2 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping

90715



Fall Pumpkin Thanksgiving Round Foil Balloon, 17in

\$3.30 (Price includes inflation)

Inflation: Helium-Filled

1 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Get it by Mon, Dec 2 with standard shipping

90715



Fall Foliage Round Foil Balloon, 18in

\$6.60 (Price includes inflation)

Inflation: Helium-Filled

- 2 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Get it by Mon, Dec 2 with standard shipping

90715



Pilgrim Turkey Thanksgiving Foil Balloon, 17in

\$6.60 (Price includes inflation)

Inflation: Helium-Filled

Quantity selector: - 2 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping

90715



Giant Turkey Balloon 39in x 48in

\$21.00 (Price includes inflation)

Inflation: Helium-Filled

Quantity selector: - 2 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Get it by Mon, Dec 2 with standard shipping

90715



6ct, 12in, Transparent & Gold Dot Balloons

\$42.90 (Price includes inflation)

Inflation: Helium-Filled

Quantity selector: - 3 + Save for later

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours

Fremont Plaza, Alhambra, CA

[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions

[Add Zip](#)

Shipping

Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping
90715



15ct, 12in, Gold Pearl Latex Balloons

\$25.49 (Price includes inflation)

Inflation: [Helium-Filled](#) ▼

[Remove](#)

In-Store or Curbside Pickup

Get it in 2 hours
Fremont Plaza, Alhambra, CA
[Change Store](#)

Same Day or Scheduled Delivery

In stock for delivery in select regions
[Add Zip](#)

Shipping

Order by 12PM. Get it as soon as Tue, Nov 26 with Standard Shipping
90715



Saved for Later

You don't have any saved items yet. Log in or create an account to start your list.

[Log In](#)

Before You Go



Gold Plastic Cups, 18oz, 50ct

\$5.00

[+ Add](#)



Gold Plastic Cutlery Set for 20 Guests, 80ct

\$7.29

[+ Add](#)



Orange Plastic Dinner Plates 20ct

\$5.99

[+ Add](#)



Gold Paper Dinner Napkins, 7.5in, 40ct

\$4.79

[+ Add](#)



Gold Plastic Dinner Plates 20ct

\$5.99

[+ Add](#)



Coupons & Deals

Prices, promotions, availability, conditions vary within the continental US and on PartyCity.com, and differ in stores outside the continental US.


[Start Saving](#)

Follow US


#PartyCity

Cart (20 items)


Pickup and delivery options



Shipping
Available for
11 of 20 items



Pickup
Available for
10 of 20 items




Delivery
Available for
10 of 20 items

Pickup or delivery from store, as soon as Today [Reserve a time](#)

10 items ^

In 50+ people's carts **Best seller**




Sticko Small Gold Foil Sweetheart Script Alphabet Stickers **\$4.80**

Free 90-day returns

Gift eligible: original packaging

[Remove](#) [Save for later](#) - 5 +



Hello Hobby 6.5" Decorative Edge Scissors 12 pc **\$13.88**

\$13.88/ea


Free 90-day returns

Gift eligible: original packaging

Only 5 left

[Remove](#) [Save for later](#) - 1 +

In 50+ people's carts **Best seller**



ArtSkills Assorted Neon Poster Board, 11" x 14", 12 Pack **\$6.74**

\$3.37/ea


Free 90-day returns

Gift eligible: original packaging

Only 2 left

[Remove](#) [Save for later](#) - Max 2 +

In 50+ people's carts



Pen+Gear Mini Poster Boards, 11 in x 14 in, White, (12 Pack) **\$6.84**

Actual Color: White
28.5c/ea

Free 90-day returns

Gift eligible: original packaging

Only 9 left

[Remove](#) [Save for later](#) - 2 +

Free shipping arrives between **tomorrow, Nov 21 – Tue, Dec 3** [See options](#)


90703

10 items ^

Arrives tomorrow, Nov 21 3 items

Sold and shipped by Walmart

In 25+ people's carts



Hello Hobby Glitter Washi Tape **\$7.67**

\$7.67/ea


[Shop similar for delivery](#)

Free 90-day returns

Gift eligible: original packaging

[Remove](#) [Save for later](#) - 1 +

Sold and shipped by Walmart



Elmer's Craft Bond Extra Strength Glue Stick, 0.21 oz, 4 Count **\$7.64**

\$4.55/oz

\$3.82 ea

~~\$4.29 ea~~

You save \$0.94

[Shop similar for delivery](#)

Free 90-day returns


Gift eligible: original packaging

[Remove](#) [Save for later](#) - 2 +

Arrives by Tue, Dec 3 7 items

Sold and shipped by Official Magazine Shop

Continue to checkout



Items in your cart are selling fast! Check out soon before they're sold out. x

For the best shopping experience, [sign in](#)

Subtotal (20 items)	\$153.44
Savings	-\$0.94
	\$152.50

Shipping **Free**

Select delivery or pickup to view fees [Select](#)

Taxes Calculated at checkout

Estimated total **\$152.50**

As low as \$15/mo or 0% APR [affirm](#)

[Learn how](#)

Walmart+ Limited time only x

Get 50% off Walmart+ for Early Access to hot Deals & more!

Claim offer now

*Annual plan only. [Full terms](#)

This order is a gift.

Best seller



TIME Magazine - 08.26.24 Edition: Kamala Harris, Her Moment
Free Holiday returns until Jan 31

\$104.93

Remove Save for later - 7 +

Recommended with your order



+ Add

Sponsored

Now \$3.48 ~~\$3.99~~ 34.8 c/ea

AdTech Crystal Clear Hot Glue Gun, Full Size 4" x .44" .10 Sticks

Save with W+

Pickup today
Delivery today
Shipping, arrives in 2 days

Best seller



+ Add

\$0.58 29.0 c/fl oz

Apple Barrel Acrylic Craft Paint, Matte Finish, Jack-O-Lantern, 2 fl oz

Save with W+

Pickup today
Delivery today

Best seller



+ Add

\$5.97 7.5 c/ea

Astrobrights Cardstock, 8.5" x 11", 65 lb./176 Gsm, Bright White, 80 Sheets

Save with W+

Pickup today
Delivery today
Shipping, arrives in 2 days

Thanksgiving Prep

Best seller



+ Add

\$16.97

Taylor Digital Wired Probe Programmable Meat Thermometer with Timer

★★★★☆ 1098

Save with W+

Pickup today
Delivery today
Shipping, arrives in 3+ days

Best seller



+ Add

\$5.44

Farberware Professional 10 Piece Plastic Nesting Measuring Cup and Spoon Set Black

★★★★☆ 1514

Save with W+

Pickup today
Delivery today
Shipping, arrives in 2 days

Best seller



+ Add

Now \$14.97 ~~\$16.97~~

Taylor Compact .08 lbs Waterproof Digital Pen Meat Thermometer with Cover Gray

★★★★☆ 652

Save with W+

Pickup today
Delivery today
Shipping, arrives in 2 days





JOIN BSU FOR A
Friends giving

FAMILY & FRIENDS

Vision Board , Food, & Raffle



NOVEMBER 21 • 5:00-8:00 PM

location: multi-purpose room (located in housing)

SCAN CODE BELOW TO RSVP!

